

JOB DESCRIPTION

Job Title	<i>Clinical Pharmacist</i>
Band/ Grade	<i>Band 7 plus Emergency Duty Commitment</i>
Directorate	<i>Clinical Support Division</i>
Professionally Accountable to	<i>Clinical Director of Pharmacy and Medicines Optimisation</i>
Responsible to	<i>Lead Pharmacist (Medical or Surgical Division)</i>

VISION, MISSION and VALUES

Our Vision

To improve the health and well-being of the people we serve in Herefordshire and the surrounding areas.

Our Mission

To provide a quality of care we would want for ourselves, our families and friends. Which means: Right care, right place, right time, every time.

Our Values

Compassion, Accountability, Respect and Excellence.

- **Compassion** – we will support patients and ensure that they are cared for with compassion
- **Accountability** – we will act with integrity, assuming responsibility for our actions and decisions
- **Respect** – we will treat every individual in a non-judgemental manner, ensuring privacy, fairness and confidentiality
- **Excellence** – we will challenge ourselves to do better and strive for excellence

JOB SUMMARY

This post is part of the Multidisciplinary Clinical Pharmacy Team, working in a patient facing role on the wards, at a specialist level, to provide a medicines optimisation service. This includes provision of patient centred pharmaceutical care on general and specialty wards and also assisting with the governance and financial support in these areas.

The post holder will act as a role model for more junior colleagues, and will also provide operational support when necessary to the dispensary (currently 2-3 1 hr slots per week) They will be part of the team providing Pharmacy Emergency Duty Commitment, and weekend / bank holiday cover as per the rota.

ORGANISATION CHART - See Appendix (if applicable)

MAIN FUNCTIONS OF THE JOB

Clinical Responsibilities

The post holder will:

- Support the delivery of medicines optimisation within Wye Valley NHS Trust (WVT) and act as a proactive Pharmacy link.
- Participate in the day to day clinical pharmacy service to the general and specialist wards / clinics through a pharmacy team approach ensuring patients are reviewed in a timely manner and the best level of service is provided in terms of available resource and capacity.
- Be responsible for providing specialist clinical pharmacy and medicines optimisation advice
- Use specialist knowledge of medicines to advise consultants, medical, nursing and pharmacy staff on all pharmaceutical aspects of medicines for patients.
- Deliver pharmaceutical care for WVT patients. Recommend, substantiate and communicate best therapeutic options for patients and implement changes in prescribing practice to ensure evidence based medicine is followed.
- Partake in the modern ward round
- Access and evaluate information from summary care records, the WVT electronic patient record (EPR Maxims) and clinical notes.
- Cross check prescribed medicines to ensure safe and effective use of medicines in line with best practice. Screen prescriptions within EPMA and identify any concerns such as interactions, contraindications, inappropriate doses, failure to respond to pathology results.
- Influence prescribers to change drug choice or rectify error.
- Work with multidisciplinary teams to comply with medicines optimisation, best practice including local medicines formulary adherence.
- Prescribe appropriate medication within professional competency and Trust SOP (including transcribing regular medication and initiation of new medications)
- To assist with the preparation of discharge summaries to communicate information on medication prescribed in hospital to primary care colleagues.
- Record clinical interventions, so that areas of concerns can be highlighted and addressed.
- Partake in KPI audits.
- Support the development of the policies and procedures relating to pharmaceutical care in these areas, liaising with the Lead or Senior Pharmacists.

- Support the Lead Pharmacist to write medication based treatment guidelines (MRG) and clinical protocols, and other documents, within the specialist post-holders area and to assist the pharmacy department. This includes providing information to support the use of unlicensed medicines or licensed medicines used in an unlicensed way where standard information is not available.
- Answer medicines related enquiries, relevant to the specialty area and support the Lead Technician for Medicines Information.
- Support medicines safety at all times and liaise with the Medicines Safety Officer. Participate in the investigation and root cause analysis following the reporting of medicines related incidents.
- Undertake clinical audit of medicines use.
- Support an annual review of medicines kept as stock in allocated areas, in conjunction with the Sister in charge.
- Maintain awareness of medication practice and support compliance of the Trust Medicines Code.
- Adhere to the Pharmacy Department and Trust Uniform Policy.

Dispensary and other Operational Responsibilities

The post holder will:

- Assist in the delivery of the pharmacy department's dispensing and other operational services as required to meet the needs of the service, both in the main dispensary and also the front of house and frailty pharmacy hubs.
- Provide clinical pharmacist cover to the Pharmacy Dispensary when appropriate, including the role of Responsible Pharmacist. Provide the clinical professional check on prescriptions to be dispensed in the dispensary ensuring that the Trust clinical checking procedure, Trust formulary and NHSE commissioning guidance is adhered to.
- Ensure all patient details are entered accurately on to the Pharmacy Computer System from prescriptions and produce accurate medicine labels.
- Accurately dispense medicines ensuring doses are correctly measured/ counted.
- Check medicines that other pharmacy staff have dispensed/prepared to ensure that have been dispensed correctly as per Department SOPs.
- Participate in the Dispensary Weekend and Bank Holiday Rota and the departmental on-call rota.

Research & Audit

The post holder will:

- Support all pharmaceutical aspects of research and clinical trials in the post-holders clinical area, ensuring compliance with National Guidelines and local Trust policies.

- Support delivery of the Pharmacy and Medicines Optimisation audit programme within area of responsibility.
- Assist in the specialties clinical audit work on clinical guidelines by recommending appropriate audit topics, leading/undertaking specific audit projects, and delivering the pharmacy contribution to data collection.
- Share project and development work for pharmacy service quality and improvement and complete action plans appropriately to maximise learning.
- Support the completion of actions identified from Annual Safe Storage and Handling of Medicines Audits and the quarterly Controlled Drug audits carried out by Pharmacy and actions recommended by CQC reports.

Training, Development & CPD:
The post holder will:

Training

- Undertake duties as a mentor that will support a pharmacist undertaking a clinical diploma
- Support and assist in training of pharmacists during their Foundation Training, undergraduate pharmacy placements, or pharmacy technician training.
- Contribute to the provision of education and training in medicines related matters for pharmacy staff, medical, nursing and other healthcare professionals.
- Assist in providing a supportive training culture where all levels can aspire to do tasks and roles better and develop their knowledge and skills.

Development

- Undertake the Independent Prescribing course if this qualification has not already been achieved
- Participate in the Trust Structured Personal Development Review (SPDR).
- Agree service and personal objectives and be responsible for self-review to demonstrate achievement of objectives and evidence of value and safety to the Trust.
- Agree and complete an annual training plan with the Lead Pharmacist in line with objectives in SPDR to ensure the quality of the service.
- Reflect and be honest - put forward opportunities to maximise your development, balanced with Trust goals.
- Be mindful of service development and identify future areas of need and look to shape and develop the service needs.

CPD

- Successfully complete the GPhC annual revalidation

- Demonstrate and maintain a commitment to continuing professional development (CPD) and to uphold all GPhC Professional Standards.
- Demonstrate professional links with other Clinical Pharmacists via networking to develop practice and for CPD.
- Be a professional and a role model for all pharmacy staff.

Managerial / Financial Responsibilities

The post holder will:

- Support other pharmacists within the team to perform their duties in line with their roles and responsibilities including delivery of clinical practice, audit work and education and training.
- Contribute to the recruitment and selection, induction, management and development of staff and where necessary in grievance, performance and disciplinary matters.
- Support service provision in the areas of responsibility ensuring compliance with legislation concerning use of medicines, and with related policies and procedures concerned with the control, custody, prescribing and use of medicines. Act as the link person between the specialty areas and the Pharmacy Department interpreting the needs of the specialty to the pharmacy and communicating the aspirations and limitations of pharmacy to the specialties.
- Support work with the specialties to manage medicines expenditure in line with anticipated budget utilising electronic support systems, and support the realisation of cost improvements relating to the use of medicines and the pharmacy service.
- Work closely with various members of the Pharmacy team including Medicines Information, Procurement, Medicines Safety Officer, Technical Services, Ward based Services and Dispensary management, and the wider PCN network
- Use the EPMA, Maxims EPR, and M Health, and pharmacy EMIS, for patient care and medicines optimisation.
- Use MS Word, Excel, Access, and Powerpoint

Risk Assessment;

- This post involves regular close contact with patients, potentially exposing the post holder to infections and bodily fluids e.g. sputum, urine, blood, faeces and vomit.
- The post holder will be routinely involved in the counselling of patients and carers under difficult situations especially around a newly diagnosed clinical condition with far reaching implications on quality of life and life expectancy. This requires involvement in emotionally distressing conditions such as discussions around palliative treatment for terminally ill patients or those with poor recovery or functional prognosis.
- This may include also include contact with patients or carers where the patient may be suffering from an adverse reaction to a medicine or a misadventure and who may be distressed, anxious or verbally or physically aggressive as a result.

- The post holder will also be a first point of contact for dealing with and advising on any drug errors within their clinical area and with any patient and staff complaints regarding the pharmacy service as a whole.
- The post holder will carry a bleep, or mobile phone, and be available to the clinical area during the entire working day undergoing frequent disruptions to work which requires the highest levels of concentration and having to juggle pressurised deadlines for medicines supply and discharge.
- Using a computer VDU for approximately 75-100% of working time.

General Information

This job description is not intended to be an exhaustive list of duties, but merely to highlight the current main responsibilities of the post. The Trust reserves the right to change terms from time to time. Along with your main duties; you will also be expected to carry out any other duties that are reasonably asked of you. It may be reviewed from time to time in agreement with the post holder and line manager of the Service Unit. The post holder will be required to comply with all policies and procedures issued by and on behalf of Wye Valley NHS Trust.

Safeguarding Vulnerable Adults & Children

Wye Valley NHS Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, volunteers and contractors to share this commitment.

All staff have a duty to safeguard and promote the welfare of patients, their families and carers. This includes practitioners who do not have a specific role in relation to safeguarding children or adults, you have a duty to ensure you are:-

Familiar with the Trusts safeguarding policies. Attend appropriate training for safeguarding. Know who to contact if you have concerns about an adult or child's welfare.

Health and Safety

The post holder is required to conform to the Trust's Policies on Health and Safety and Fire Prevention, and to attend related training sessions as required.

Confidentiality

To maintain confidentiality at all times. In the course of their duties employees will have access to confidential material about patients, members of staff and other Health Service business. On no account must information relating to identifiable patients be divulged to anyone other than authorised persons, for example, medical, nursing or other professional staff, as appropriate, who are concerned directly with the care, diagnosis and/or treatment of the patient. If there is any doubt whatsoever, as to the authority of a person or body asking for information of this nature, advice must be sought from a superior officer. Similarly, no information of a personal or confidential nature concerning individual members of staff should be divulged to anyone without the proper authority having first been given. Failure to observe these rules will be regarded as serious misconduct, which could result in serious disciplinary action being taken including dismissal.

Policies and Procedures

The post holder will be required to comply with all policies and procedures issued by and on behalf of Wye Valley NHS Trust, which the Trust may amend from time to time.

Infection Control

It is a requirement for all Trust staff to comply with all trust infection control policies and procedures. All Trust staff should ensure that they fulfil their responsibilities for infection prevention and control, that they provide leadership where appropriate in infection control matters and that they challenge poor infection control practice in their workplace. All staff should have infection control training at induction and annual infection control updates via the Department of Health e-learning package, via the local infection control CD-Rom training tool or by attendance at an annual Health and Safety refresher. All clinical staff will have annual infection control objectives set and these will be reviewed at appraisal.

No Smoking Policy

In recognition of the Trust's commitment to health promotion and its health and safety responsibility, the Trust has a no smoking policy that prevents all staff from smoking whilst on duty.

Equal Opportunities

The Trust is an Equal Opportunities employer and the post holder is expected to promote this in all aspects of his / her work. The Trust's duty is to ensure that no existing or potential employees receive less favourable treatment on the grounds of sex, sexual orientation, race, colour, nationality, ethnic origin, religion, marital status, age or disability, or are disadvantaged by conditions or requirements that cannot be shown to be justifiable. This also applies to patients – the Trust has a duty to ensure patients have the right to equal access, care and treatment. All employees are expected to comply with this policy.

Financial

To order and receipt goods in accordance with the Trust's financial framework. To comply with standing financial instructions.

Data Quality

The information that you record as part of your duties at the Trust must be 'fit for purpose', reliable and easily accessed by appropriate/authorised personnel. To achieve this standard the information must be: Accurate, Legible (if hand written), Recorded in a timely manner, Kept up-to-date, appropriately filed. All staff must monitor and take responsibility for data quality throughout the areas of the system used locally, all users maintain timely input, and ensuring that data is checked with the patient, and staff (in relation to their staff record), whenever possible, and to support initiatives to improve data quality.

N.B. Recorded information includes: patient information entered in case notes and entered on any computerised care records system, financial information, and health & safety information e.g. incident reporting and investigation, personnel information recorded in personnel files etc. Failure to adhere to these principles will be regarded as a performance issue and will result in disciplinary action.

Records Management

All employees of the Trust are legally responsible for all records that they gather, create or use as part of their work within the Trust (including patient, financial, personnel and administrative), whether paper or computer based. All such records are considered public records and all employees have a legal duty of confidence to service users. Employees should consult their manager if they have any doubt as to the correct management of records with which they work.

Conduct

The post holder is an ambassador for the directorate and the Trust and his / her actions and conduct will be judged by service users as an indication of the quality of the service provided by the directorate and the Trust as a whole. The post holder will also comply by the NHS Core Values and the Constitution.

Other

The Trust is committed to continuous improvement in managing environmental issues, including the proper management and monitoring of waste, the reduction of pollution and emissions, compliance with environmental legislation and environmental codes of practice, training for staff, and the monitoring of environmental performance.

Manager Name:	Manager Signature:
Date:	
Post holder Name:	Post Holder Signature:
Date:	

PERSON SPECIFICATION

Directorate **Clinical Support Division**

Job Title *Clinical Pharmacist*

Band/ Grade **Band 7 + EDC**

PERSON SPECIFICATION	CRITERIA: ESSENTIAL (E) DESIRABLE (D)	EVALUATION : APPLICATION (A) INTERVIEW (I)
EDUCATION AND QUALIFICATIONS		
Registration with the General Pharmaceutical Council as Pharmacist	E	A
Working towards or completed a 2 year Clinical Pharmacy Diploma or equivalent hospital pharmacy experience. Note: year 1 (certificate level) must be completed	E	A
Membership of the Royal Pharmaceutical Society of Great Britain	D	A
Willing to achieve independent non-medical prescribing qualification	E	A/I
SKILLS, KNOWLEDGE AND ABILITIES		
Able to demonstrate a clear understanding of clinical pharmacy practice in the acute setting	E	A/I
Able to process complex clinical information in an accurate and timely manner	E	A/I
Communicate effectively to all levels of staff	E	I
Able to communicate effectively using a variety of methods (written, verbal, presentation)	E	A/I
Demonstrate a clear understanding of best practice and legal requirements relating to medicines optimisation	E	I
EXPERIENCE		
Relevant experience as a hospital pharmacist in an acute health care setting	E	A/I
Continued overleaf		

PERSONAL ATTRIBUTES		
Approachable	E	A
Confident	E	A
Completer/Finisher	E	I/A
Able to work effectively within a multidisciplinary team	E	A
Professional Role model	E	A/I
OTHER FACTORS		
Ability to fulfil the travel requirements of post (Car Driver)	E	A
Ability to fulfil the on call and weekend requirements of the post	E	A/I