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Bwrdd Iechyd Prifysgol  
Bae Abertawe  
Swansea Bay University  
Health Board

RVC/2022/0382

## SWANSEA BAY UNIVERSITY HEALTH BOARD

### JOB DESCRIPTION

#### JOB DETAILS:

<b>Job Title</b>	Clinical Pharmacist
<b>Pay Band</b>	Band 7
<b>Hours of Work and Nature of Contract</b>	37.5 hours Permanent Contract
<b>Division/Directorate</b>	Pharmacy and Medicines Management
<b>Department</b>	Pharmacy
<b>Initial Base</b>	Morrison Hospital <i>(Base is subject to change according to service needs)</i>

#### ORGANISATIONAL ARRANGEMENTS:

<b>Managerially Accountable to:</b>	Pharmacy Manager at Base Hospital
<b>Reports to: Name Line Manager</b>	Patient Services Manager at Base Hospital
<b>Professionally Responsible to:</b>	Director of Pharmacy and Medicines Management, Swansea Bay University Health Board

#### **Our Values**

In this Health Board we aspire to be driven by our values; where every person that works for us, regardless of their role, is expected to demonstrate the values of “caring for each other”, “working together” and “always improving”.

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## JOB SUMMARY

1. The provision of clinical pharmacy services to medical patients, providing specialist advice and expertise to clinicians and nursing staff, to ensure the safe, effective and economic use of medicines
2. To act as mentor to and participate in the training of diploma, pre-registration and other pharmacists within these areas.
3. To be involved in the audit, monitoring and development of Medicines Management at ward level.
4. To contribute to the ongoing operational provision of the pharmacy service, in line with departmental rotas to meet the needs of the service, including preparative services, medicines information, on call, weekend and bank holiday rotas.
5. Provide clinical pharmacy support to the dispensary as part of the pharmacist's dispensary rota.
6. To communicate and work with locality teams to deliver an integrated service across the health community.

## DUTIES/RESPONSIBILITIES:

### **KEY TASKS:**

#### **1. Clinical Practice**

**Provide and be accountable for specialist pharmaceutical care to medical patients, demonstrating specialist knowledge in therapeutics and medicines usage. Act as a clinical role model for junior pharmacists and demonstrate the ability to provide safe, clinically effective and cost efficient use of drugs in your selected groups of patients.**

- Provide a specialist clinical pharmacy service to patients in specified wards / clinical areas in line with clinical pharmacy standards and objectives.
- Provide pharmaceutical care to patients, assessing their pharmaceutical needs and planning to meet them.
- Pharmacists who are registered as prescribers will, with the agreement of the speciality and the lead pharmacist/pharmacy manager, prescribe within their level of competence, to support patient care.
- Assess the individual pharmaceutical care needs of patients, prioritise these needs and develop a plan for the pharmaceutical care of patients within hospital and on discharge.
- Critically evaluate and interpret available evidence and guidelines, in order to formulate appropriate individual patient pharmaceutical care plans.
- Intervene in, recommend changes to and make amendments to prescriptions and prescribing decisions at all levels, based on current evidence, knowledge and expertise.
- Attend Consultant ward rounds and multidisciplinary meetings, to advise on pharmaceutical care and influence prescribing decisions based on current evidence, guidelines and best

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practice.

- To review, assess and quality assure patients' prescriptions charts for legality, accuracy, safety and appropriateness of drug therapy.
- To undertake medicines reconciliation for the patients admitted to your clinical area, to ensure safe and appropriate prescribing, and to ensure accurate transfer of information when patients move between care settings.
- To advise doctors, nurses and other healthcare professionals on the safe storage, handling and administration of medicines.
- To ensure pharmaceutical care issues identified are followed up in a timely manner with medical and other staff as appropriate, ensuring appropriate resolution and communication of problems identified.
- Undertake therapeutic drug and other monitoring for specific drugs to ensure that patients receive optimum doses and minimise side effects. Advise on monitoring required and ensure that appropriate changes are made to prescriptions as a result
- To receive and respond to enquiries from healthcare professionals regarding patient care.
- To liaise with appropriate expert staff with respect to optimising patient care.
- Record all clinical interventions and activities made to individual patient prescriptions and ensure that any subsequent actions required are followed up in line with departmental policy.
- To anticipate, recognise and report Adverse Drug Reactions appropriately.
- To authorise the supply of medicines to ensure their timely availability to patients.
- To educate patients on their therapy and ensure concordance with their medicines.
- To supervise pharmacy technicians/ student technicians and assistant technical officers at ward level.
- To prioritise own workload in defined clinical area
- To ensure the smooth, swift and safe discharge of patients from hospital, liaising with medical, pharmaceutical, nursing staff and carers where appropriate and providing clear information on discharge medication.
- To participate in the ward based pharmacy discharge system and be responsible for the onward communication of pharmaceutical problems to the primary care team.
- To educate, inform, counsel and promote concordance to all patients to minimise the likelihood of adverse events related to medicines and maximise the outcomes gained from drug therapy.
- Implement changes in prescribing practice where necessary, to ensure evidence-based practice is followed.
- Plan and undertake audit within therapeutic areas. Communicate and implement agreed change as a result of audit.
- Liaise closely with other clinical pharmacists to ensure the efficient transfer of drug-related care.
- Provide specialist advice and expertise to groups and committees on matters related to medicines usage and prescribing.
- Develop and implement, in conjunction with Consultant Medical staff, policies and guidelines on the prescribing, monitoring and dosage alteration of prescribed medicines
- Educate appropriate staff groups to ensure safe handling, storage and administration of medicines.
- Identify medicines management risks, define options for management of such risk and agree with managers how the risks involved will be managed and minimised.
- Seek ways of providing or disseminating independent, evaluated information.
- Contribute to the Pharmacy Department Risk Management Plan
- Advise the Principal Clinical Pharmacist on policy and use of resources for the Speciality Service.
- Identify and communicate changes in drug expenditure and cost pressures to Principal

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Pharmacists, Directorate pharmacists and Consultants and advise on their management.

- Monitor and report the use of unlicensed drugs and non-formulary prescribing, informing Principal Pharmacists or Directorate Pharmacists as appropriate.
- Demonstrate specialist knowledge in the evidence behind and the considerations required for the use of unlicensed medicines within the Health Board.
- Communicate and implement Health Board-wide prescribing and Medicines Management policies and protocols.
- Operate a controlled stock system at ward level to minimise clinical risk
- To act as a role model in clinical practice for all other pharmacists
- Maintain a broad level of clinical practice.
- Motivate and inspire others and actively promote the speciality service to colleagues and clients
- Be able to think laterally around a problem without losing sight of the objective
- Be able to identify relevant information and disregard irrelevant information in a systematic way and to advise others how to do so.
- Evaluate information critically in an impartial manner and attach appropriate weight to different levels of evidence.
- Ensure clarity in all communication and choose the most appropriate form of communication for each situation.
- Support any recommendations with evidence; present any professional and clinical information in a relevant and well-reasoned way.
- Be able to make decisions with limited information and to demonstrate an advanced level of reasoning and judgement.

## **2. Supporting the Medicines Information Service.**

**Supporting Medicines Information on a rotational basis, achieving and maintaining demonstrated competency within the area to assist in the provision of service and to provide cover for the service in the absence of the Lead Pharmacist.**

- To contribute to the work of the Medicines Information Service, providing professional support and cover for the service when required. Participating in the enquiry answering function of this service, receiving, documenting, appraising and responding to enquiries from healthcare professionals, patients and members of the public.
- Appropriately and accurately document enquiries, ensuring consistency in approach and effective record keeping and communication.
- Retrieve and interpret relevant information sources, employing literature searching and critical appraisal skills to effectively search manual and electronic databases, including Internet resources.
- Prepare timely and appropriate responses to enquiries, and communicate replies by the most appropriate method.
- Liaise with expert staff and specialist information services, where appropriate, to optimise responses to enquiries.
- Supervise the training and direct the work of junior, rotational pharmacists, undergraduate students and others in this area, under the direction of the Lead Pharmacist.
- Update training and undertake CPD to maintain accreditation and competency within this area to ensure continuity and support of this service.
- Act in accordance with UKMI standards and local policies and procedures at all times.

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### **3. Evaluation of Service Provision**

**Audit, monitor and analyse the workload of the pharmaceutical service provided to specified wards / clinical areas / specialities and advise on the deployment of resources effectively, to meet the demands of service users.**

- Evaluate the Clinical Pharmacy service to specified wards / clinical areas / specialities in accordance with standards set.
- Seek out and respond to feedback on the clinical service from all sources to help to improve service provision.
- Provide feedback and advise the Principal Clinical Pharmacist on any changes required as a result of the local service evaluation.

### **4. Research and development**

**Develop and deliver practice research and development for the Pharmacy Department and your areas of speciality. Provide expertise and specialist clinical knowledge to improving systems for prescribing, administration and clinical management of medicines.**

- Actively research and identify deficiencies in service provision.
- Identify gaps in the evidence base for medicines management and clinical practice
- Audit current practice against local, regional and national standards.
- Integrate research evidence into practice within medicines management and clinical practice
- Develop, implement, monitor and evaluate protocols and guidelines within medicines management and clinical practice
- Encourage and supervise practice development and research.
- Actively seek to improve the medicines management and clinical services provided

### **5. Education and Training**

**To contribute specialist knowledge to the wider healthcare environment. Act as a tutor to pharmacists studying for diplomas and other post-graduate qualifications, junior pharmacist, pre-registration pharmacists and pharmacy undergraduates.**

- Identify opportunities to provide education and training within your area of specialism.
- Identify and meet training needs of other staff and students of all disciplines, in order to undertake the roles required of them, with respect to both use of medicines and use of information about medicines.
- Produce teaching/training material for all groups trained.
- Carry out and act upon assessments and appraisals of staff to ensure they are appropriately trained to practice and deliver the service.
- Evaluate the training provided and act on the resulting evaluation.
- Assist in provision of educational programmes for Pharmacy Staff and other Health Care Professionals, including medical and nursing staff.
- Act as an accredited Cardiff University Diploma Tutor to pharmacists participating in the

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Cardiff University Postgraduate Diploma in Clinical Pharmacy.

- Develop a training plan for diploma pharmacists within your specialist area, liaising with colleagues and other healthcare professionals, to ensure they develop knowledge, skills and confidence to practice within that area.
- Appraise diploma pharmacists in line with guidelines from the Course Director for the Clinical Pharmacy Diploma at the Cardiff University. Provide constructive feedback and develop action plans for their future development.
- Act as RPSGB tutor to pre-registration pharmacy graduates according to RPSGB protocols and guidelines.
- Educate and counsel patients and/or their carers to ensure safe and effective medicines use.
- Identify own training needs
- Actively seek out opportunities to meet own training
- Evaluate the results of training and re-define own needs as necessary
- Maintain a portfolio of Continuing Professional Development (CPD)
- Aid others in the maintenance of their CPD portfolios

## **6. Dispensary Services**

**To participate in the work of the dispensary, including clinical and accuracy checking of prescriptions and dispensed medicines, both within the dispensary and at ward or department level.**

- To ensure all work completed complies with Standard Operating Procedures, risk management and health and safety policies and protocols.
- To ensure collection of prescription charges, both private and NHS, where appropriate.
- To review, assess and quality assure patient's prescription charts and out-patient prescriptions for legality, accuracy, safety and appropriateness of drug therapy, and check the accuracy of dispensed medicines for individual patients in the dispensary.
- To communicate recommendations on drug therapy to doctors, nurses and other relevant healthcare professionals.
- To liaise with other relevant Clinical Pharmacists on patient care issues.
- To supervise pre-registration pharmacists, pharmacy technicians / student technicians and assistant technical officers.
- To check the accuracy of assembled medicines for individual patients.
- To authorise the supply of medicines to ensure their timely availability to patients.
- To dispense and supply medicines including stock medication, intravenous fluids, enteral feeds and controlled drugs to wards and departments.
- To advise patients on concordance with their medicines.
- To receive, store and supply controlled drugs in accordance with the Misuse of Drugs Act and Health Board policy.
- To dispense clinical trial materials according to protocols
- To participate in the provision of pharmaceutical quality assurance within the licensed pre-packing unit.
- To provide a professional and courteous service to patients attending the dispensary. This may include those who are upset, confused or angry.

## **7. Leadership and Management**

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**To gain development opportunities in leadership and management with support from the senior team**

- Be a professional role model, fostering a culture which supports learning and provide relevant training and support.
- Provide leadership on medicines optimisation and quality improvement.
- Identify service development requirements, adopting change management strategies when required.
- Contribute toward strategic plans for pharmacy and the Health Board if required.
- Attend and participate in team meetings.
- Identify performance related issues of staff designated to area, and discuss these with the Senior Pharmacy team.
- Deputise for Senior Pharmacists designated to area in his/her absence.
- Supervise, on a day to day basis, the work of junior pharmacists, pre-registration pharmacists, pharmacy technicians and pharmacy assistants.
- Appraisal for staff ensuring opportunities for personal development.

**8. Recruitment and selection**

- To participate in the recruitment and selection of pharmacists and other staff as required.

9. To participate in weekend, Bank Holiday and out of hours rotas as dictated by the needs of the service

10. To provide other duties as specified by the Chief Pharmacist, commensurate with the role and grade. The post holder may be required to participate in the emergency on-call duty service.

**Flexibility Statement:** The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

**GENERAL REQUIREMENTS**

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff

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are required to demonstrate evidence of continuing professional development.

- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organization's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **Data Protection:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the General Data Protection Legislation and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation and the HB or Trust Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB/Trust to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB/Trust is committed to ensuring that no job applicant or employee receives less favour-able treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is

actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.

- **DBS Disclosure Check:** In this role you will have \* direct / indirect contact with\* patients/service users/ children/vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau \*Standard / Enhance Disclosure Check as part of the HB/Trust's pre-employment check procedure. \*Delete as appropriate.  
If the post holder does not require a DBS Disclosure Check, delete as appropriate.
- **Safeguarding Children and Adults at Risk:** The organisation is committed to safeguarding children and adults at risk. All staff must therefore attend Safeguarding Children & Adult training and be aware of their responsibilities under the All Wales Procedures.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections.  
All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board/Trust Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board/Trust sites, including buildings and grounds, are smoke free.



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## PHARMACY and MEDICINES MANAGEMENT

### PERSON SPECIFICATION

<b>Job Title: Clinical Pharmacist – Band 7</b>					
<b>Criteria</b>			<b>How Tested</b>		
<b><u>Qualifications</u></b>	<b>Essential</b>	<b>Desirable</b>	<b>Application/ References</b>	<b>Interview</b>	<b>Presentation</b>
Masters Degree MPharm	✓		✓	✓	
Post Graduate MSc/Diploma in Clinical Pharmacy or 1 year completed and working towards or equivalent.	✓		✓	✓	
Current and continued registration with the General Pharmaceutical Council (GPhC)	✓		✓	✓	
<b><u>Experience &amp; Knowledge</u></b>					
Post-registration experience in hospital clinical pharmacy at band 6 or above	✓		✓	✓	
Experience of working in a range of clinical specialities.	✓		✓	✓	
Professionally accountable for own actions.	✓		✓	✓	
Demonstrates the ability to appropriately recommend, substantiate and communicate therapeutic options in a variety of patients.	✓		✓	✓	
Experience of working in Medicines Information		✓	✓	✓	
Accredited tutor for Cardiff University MSc in Clinical Pharmacy		✓	✓	✓	
Experience of working with electronic discharge systems		✓	✓	✓	
Experience of working with Patient's Own Medication systems		✓	✓	✓	

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<b>Skills &amp; Abilities</b>					
Advanced pharmaceutical care knowledge and skills.	✓		✓	✓	
Evidence of promotion and evaluation of best practice.	✓			✓	
Demonstrates a commitment to self-study and self-development.	✓		✓	✓	
Evidence of working with consultants and the multidisciplinary team at ward and pharmacy level.	✓			✓	
Able to make decisions with limited information.	✓			✓	
Able to cover other specialist area(s).	✓		✓	✓	
Able to manage difficult and ambiguous problems.		✓		✓	
Can demonstrate information retrieval and database searching skills.		✓	✓	✓	
Presentation skills. Able to present potentially complex data to a variety of audiences.		✓	✓	✓	
IT literate. Able to use the relevant IT systems within the NHS, and to learn and use new systems as they become available.	✓			✓	
<b>Personal Attributes</b>					
Able to work autonomously, and work effectively as part of a team.	✓		✓	✓	
Able to influence senior pharmacy and medical staff, the multidisciplinary team and management.	✓		✓	✓	
Innovative and well organised.	✓		✓	✓	
Recognises need for sensitive and confidential handling of patient related information.	✓		✓	✓	
Able to cope with emotional demands of patient involvement.	✓		✓	✓	
Ability to concentrate when frequently under pressure and subject to interruptions.	✓		✓	✓	
Confident and calm.		✓			

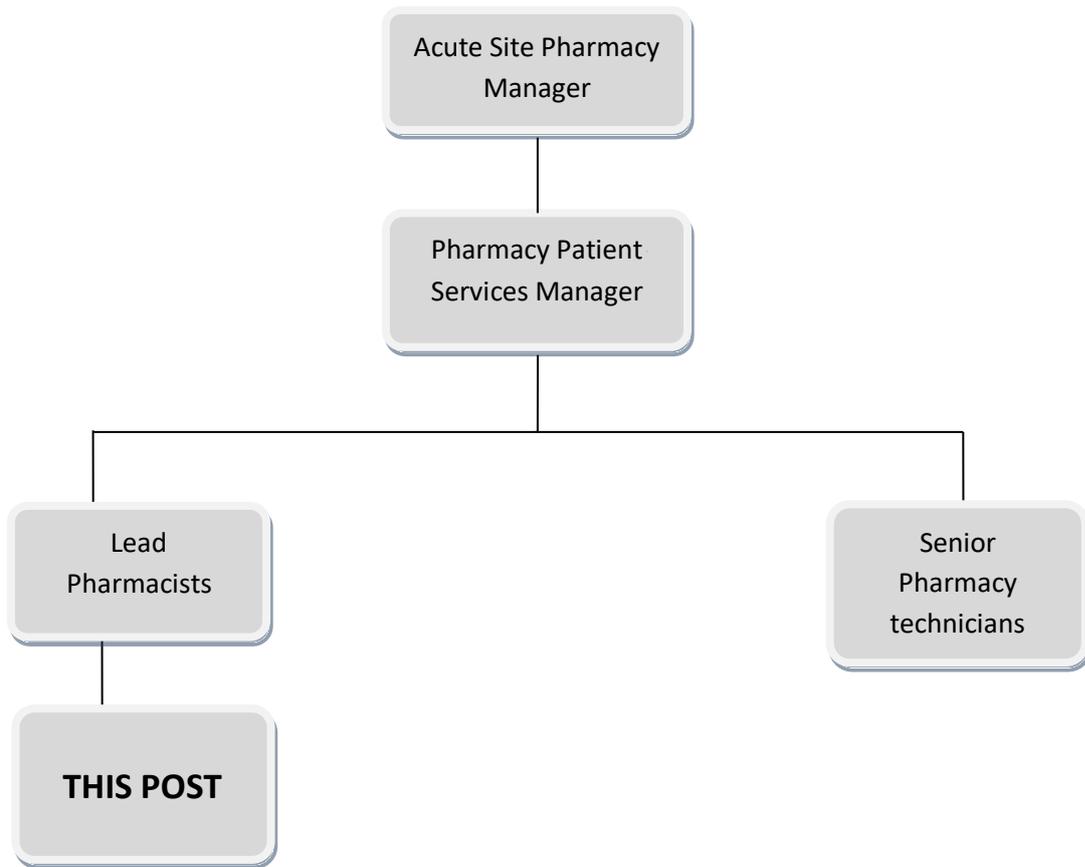
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Assertive, Tactful, Persuasive.		✓			
Has a positive attitude to change.		✓			
<b>Other</b>					
Mandatory CPD to maintain fitness to practice.	✓		✓	✓	
Identifies and plans to meet own training needs.	✓		✓	✓	
Maintains an up to date portfolio of practice.	✓		✓		
Maintains a broad level of pharmacy practice.	✓		✓	✓	
Record of attendance at specialist conferences.		✓	✓		
Access to transport		✓	✓		
Ability to work extended hours.		✓	✓	✓	
Able to work in different locations in Health Board on same day.		✓		✓	
Record of general good health.		✓			
Ability to visit wards frequently located some distance from each other.	✓		✓	✓	

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Job Title: Clinical Pharmacist – Band 7

**Organisational Chart**



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