



Hampshire Hospitals
NHS Foundation Trust

Application & Recruitment Pack



**LIFE CHANGING
CHANGING LIVES**

hampshirehospitalscareers.co.uk



Welcome from Chief Executive Officer Alex Whitfield

Dear Candidate,

Thank you for your interest in this post and for taking time to read this information pack. We hope this exciting and rewarding role catches your imagination and you are encouraged to apply and contribute to providing outstanding care for the people of Hampshire.

Our vision is to provide outstanding care for every patient. Patient care is at the heart of what we do at our three sites Basingstoke and North Hampshire Hospital, Royal Hampshire County Hospital in Winchester and Andover War Memorial Hospital. Hampshire Hospitals NHS Foundation Trust provides medical and surgical services to a population of approximately 600,000 across Hampshire and parts of West Berkshire.

We provide specialist services to people across the UK and internationally. We are one of only two centres in the UK treating pseudomyxoma peritonei (a rare form of abdominal cancer) and we are leaders in the field of tertiary liver cancer and colorectal cancer.

The trust employs over 8,600 staff and has a turnover of over £450 million a year. As a Foundation Trust, we are directly accountable to our members through the governors. The Council of Governors represent the interests of their constituencies and influence the future plans of the Foundation Trust.

Job Description

JOB DESCRIPTION	
Job Title:	Advanced Rotational Clinical Pharmacist
Department:	Pharmacy
Division:	Family & Clinical Support Services (FCSS)
Salary Band:	Band 7
Accountable To:	Lead Clinical Pharmacist
Hours per week:	37.5 Hours
Location:	Base site with cross-site working
JOB SUMMARY	
<ul style="list-style-type: none"> To develop, deliver and evaluate the Clinical Pharmacy Service provided to the speciality assigned, with responsibility for business planning and staff management in line with pharmacy service level agreements and objectives set by the Director of Pharmacy, Clinical Services Manager & Lead Clinical Pharmacist. To manage staff to ensure the effective operation of the Services provided to the Speciality The post holder has joint responsibility with the other Specialist and Clinical Pharmacists within the business unit for the overall leadership of the Pharmacy Service To ensure that the highest standards of clinical care are continuously delivered To participate in 7 day shift patterns as required, including weekends and Bank Holidays Participate in Pharmacy On-call service. 	
KEY RESULT AREAS/RESPONSIBILITIES	
<ul style="list-style-type: none"> Line management of staff as appropriate. Responsible for staff supervision, annual appraisal, management of attendance and performance, and identifying and facilitating staff training needs. To work with the Pharmacy team as well as internal and external customers to ensure effective planning, scheduling, delivery and monitoring of service access, activity and quality targets. To ensure that necessary and appropriate medications are provided to patients within the speciality. To line manage junior member(s) of staff and to be responsible for their annual appraisal, managing attendance and performance, identifying and facilitating staff training needs. To support, and to deputise for, a business unit lead writing the regular monthly reports and to provide clinical advice to the business unit. Work with the Clinical Governance Team to ensure robust systems and programmes are established within the services to monitor and deliver clinically effective high quality services. To provide, and ensure others provide, high standards of pharmaceutical care within pharmacy and in clinical areas. To investigate any errors or complaints regarding medications in the clinical speciality. 	

CUSTOMER CARE FOR PATIENTS AND/OR SERVICE USERS

Professional / Clinical Responsibilities

- Support, lead and develop staff through personal and professional interaction as a positive, effective and credible role model.
- As an advanced practitioner, comment on relevant policies and procedures to ensure that legal and ethical requirements of the clinical pharmacy service are fulfilled.
- Provide an accessible and authoritative source of support to patients and their families, a senior clinical professional who they can easily turn to for assistance, advice and support.
- Take responsibility for the organisational management of service improvement projects or initiatives relevant to the pharmacy service.
- Retain professional competence and credibility through continuous practice and education, providing expert advice where required, to internal and external customers of the Trust.
- As the professional accountable for the management of the Pharmacy Service to the speciality, provide strong, clear and consistent leadership for clinical staff, maintaining a visible presence within the clinical area.
- Agree, set and ensure systems are in place to continuously monitor, review and reset clinical standards of care. That wherever possible clinical practice is research based and in line with nationally recognised “best practice”, in particular, supporting the clinical staff in benchmarking the fundamental and essential aspects of care.
- To be aware of and apply relevant legislation such as the H&SAWA, COSHH, Medicines Act and Misuse of Drugs Act.
- As clinical leader, be responsible for ensuring that patients receive a positive care experience that meets the standards laid out in current and future national and professional guidance such as National Service Frameworks (NSF), National Institute of Clinical Excellence (NICE) guidelines and clinical network recommendations.
- Monitor and act upon all reports of adverse incidents that occur within the defined clinical area, ensuring necessary changes in practice, re-education of staff and sharing of the experience takes place within the Division and Trust to help prevent a similar incidence from taking place.
- Work with the Patient Advocacy Liaison Service (PALS) to support patients and relatives in the speedy and satisfactory resolution of queries and complaints about the pharmacy service.
- Work closely with the clinical staff and the Pharmacy Management Team in the investigation of complaints, taking a lead role in the agreement, organisation and implementation of effective action plans to ensure the service has improved.
- Responsible for ensuring that appropriate assessment, development, implementation and evaluation of care are provided in service areas.

COMMUNICATION

- To communicate with service users, managers and other health professionals using formal and informal methods, including written reports, business cases and presentations.
- To lead the setting of quality standards within the services and the design processes to support them, including clinical audit.
- To ensure the clinical service is proactive in risk management, specifically using information from incidents, complaints and risk assessments to learn and improve.

- To ensure compliance with the Trust's complaints procedure.
- To represent the service at business unit level meetings.
- Work with the Clinical Governance Team to ensure robust systems and programmes are established to monitor and deliver clinically effective high quality services.
- Ensure the service is proactive in risk management, specifically using information from incidents, complaints and risk assessments to learn and improve.

PLANNING AND ORGANISATION

- Ensure development and training requirements identified through the appraisal process are fed into the Trust Training & Development Programme.
- As services/facilities develop ensure that job roles are reviewed in light of any changes.
- Assist in the selection of staff by means of selection interview in line with Trust procedures.
- To ensure the effective management and development of staff within your section.
- To actively promote diversity, including race diversity, both in the delivery of the sections and in the recruitment, management and development of staff within the department.
- Working with the senior pharmacists to ensure staff are professionally developed in order to comply with Trust policies and procedures of practice.

BUDGETARY AND RESOURCE MANAGEMENT

- To be aware of and adhere to the Trust's Standing Financial Instructions.
- Develop and implement an annual programme of cost improvement within the service to aid financial balance. Ensure that the programme identifies ongoing cost reduction opportunities.
- To participate in the Local Delivery Plan process in identifying budgetary requirements to deliver required service access, activity, finance and quality targets.
- To take responsibility for identifying and minimising areas of financial risk within the services.
- To be responsible for ensuring value for money within the services, reviewing the skill mix, balance and deployment of all types of resource.

STAFF MANAGEMENT

- **Day to day professional and clinical supervision of pharmacy staff, or students, both in the department and in clinical areas. Referring any concerns of performance, attendance or conduct to their line manager.**
- **Responsible for the delegation of workload and movement of the available staff to ensure that the work completed is safe and meets the high standards of the department.**
- **Line management responsibilities for junior pharmacy staff will include: appraisals, work performance such as GLFs, sickness absence, capability, conduct and grievance matters, recruitment and selection decisions; departmental workload and allocation of staff to ensure completion of pharmacy workload.**

TEACHING, TRAINING AND RESEARCH RESPONSIBILITIES

- To ensure new staff receive a full induction, and those in training positions have the necessary

training provided to ensure they achieve the competencies required for the qualification for which they are studying.

- As clinical leader, be responsible for providing leadership to and development of staff within the defined clinical areas to ensure that patients receive a positive care experience that meets the standards laid out in current and future national and professional guidance such as National Service Frameworks (NSF), National Institute of Clinical Excellence (NICE) guidelines and clinical network recommendations.
- To ensure managed staff undergo continuing training.
- To motivate and inspire other staff within pharmacy.
- To identify training needs of managed staff so they can undertake the required roles.
- To develop strategies to meet the training needs of staff.
- To provide education and training to pharmacy staff and other healthcare professionals in relation to medicines usage.
- To provide training to pharmacists, pre-registration pharmacists, pharmacy technicians and summer students with respect to patient care and medicines optimisation.
- To evaluate the training provided.
- To identify own training and CPD needs.
- To maintain a portfolio of practice of practice to fulfil the mandatory continuing professional development requirement of The General Pharmaceutical Council.
- Working towards non-medical prescriber status in the in-patient hospital situation.
- To ensure managed staff undergo continuing training and complete mandatory training.
- To collect data for internal audits of the clinical pharmacy services to provide good quality assurance.
- To guide and support others undertaking research.
- To lead the setting of quality standards within the services and the design processes to support them, including clinical audit.

TRUST VALUES

Our values help us in what we do and how we do it. It is important that you understand and use these values throughout your employment with the Trust to define and develop our culture.

The post holder will be:-

- **Compassionate, caring about our patients.**
- **Accountable and responsible, always looking to improve.**
- **Respectful for all and show integrity in everything.**
- **Encouraging and challenging each other to always do our best.**

ADDITIONAL INFORMATION

Other tasks

- To participate in any 7 day shift pattern as required by the service which may include weekend and Bank Holiday rotas.
- Participate in Pharmacy on-call rota
- Participation as a Tutor or Mentor for Pharmacy and staff undertaking formal training where slots are available.
- To deputise for the lead clinical pharmacist care when necessary

This job description is designed to assist post holders with understanding what is expected of them in their role. Hampshire hospitals NHS Foundation Trust may ask them to undertake other duties, as required, which are not necessarily specified on the job description but which are commensurate with the grade of the post.

The job description itself may be amended from time to time in consultation with the post holder, within the scope and general level of responsibility attached to the post.

All post holders must take responsibility to ensure that they are aware of and adhere to all Trust policies, procedures and guidelines relating to their employment regardless of their position within the Trust.

Appendix A to this Job Description and Person Specification details key information you should be aware of.

ORGANISATION STRUCTURE



PERSON SPECIFICATION	
Job Title: Advanced Rotational Clinical Pharmacist	
Training & Qualifications	
Essential	Desirable
<ul style="list-style-type: none"> • M.Pharm or equivalent (4 years) • Registered with the General Pharmaceutical Society • Post graduate Certificate in Clinical Pharmacy or equivalent • Evidence of continuous professional practice and education, clearly recorded in current professional profile 	<ul style="list-style-type: none"> • Diploma / M.Sc. in Clinical Pharmacy • Education Supervisor / Train the trainer or equivalent • In-house management training • Independent prescriber
Experience & Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> • Experience of managing individuals or a team within pharmacy, such as dispensary or on the ward • Advanced communication skills, including the ability to liaise and negotiate effectively at all levels • Ability to present a high level of personal credibility • Ability to work as an inspirational leader to pharmacy and other clinical staff, inspiring confidence in others • Able to understand, disseminate and present complex information using both verbal and written disciplines • Fully understands the context in which complex problems arise and can co-ordinate multi-disciplinary unit wide interventions • Demonstrates the ability to ensure that the delivery of patient care is of a high standard and appropriate in meeting the needs and expectations of the patients and their relatives 	<ul style="list-style-type: none"> • Previous experience of delivering training and education at post graduate level • Membership of the RPS Faculty • Politically astute, an understanding of the stakeholders involved in the service • Demonstrate awareness of healthcare research • Project Management • Previous experience of attending Consultant ward rounds • Previous experience of working with community healthcare partners

<ul style="list-style-type: none"> NHS clinical services experience including providing a Clinical Pharmacy Service and education and training of others 	
Skills & Ability	
Essential	Desirable
<ul style="list-style-type: none"> Ability to lead and work as part of a multi-disciplinary team, negotiating constructively and successfully with team members Ability to organise self and others Excellent interpersonal skills, including the ability to build rapport with colleagues at all levels Demonstrates the ability to work at problems from a unique or different angle Good computer and keyboard skills Professional presentation of self Enthusiastic and self-motivated 	<ul style="list-style-type: none"> Good attendance record
Other Specific Requirements	
Essential	Desirable
<ul style="list-style-type: none"> Ability to work across all sites Full UK driving licence and access to a car Able to participate in on-call rota Able to participate in 7 day working rota 	



Hampshire Hospitals
NHS Foundation Trust

Appendix A

ADDITIONAL INFORMATION APPLICABLE TO ALL POSTS

Confidentiality

During the course of your employment, you may see, hear or have access to information on affairs of patients and staff. Post holders may only use such information as appropriate to carry out their normal duties.

Post holders must not disclose personal, clinical or commercial information to any unauthorised third party; any such disclosure will be investigated and may lead to disciplinary action and possible dismissal.

These obligations are in line with common law duty, the Caldicott principles on patient data, the Data Protection Act, the Freedom of Information Act and other legislation which apply both during employment and after the termination of employment.

Equality and Diversity

The post holder must comply with all Trust policies and procedures designed to ensure equality of employment and that services are delivered in ways that meet the individual needs of patients and their families.

The post holder must promote equality, diversity and human rights for all and treat others with dignity and respect. No person whether they are staff, patient or visitor should receive less favourable treatment because of their gender, ethnic origin, age, disability, sexual orientation, religion etc.

Quality & Safety

Patient, service/facility user and staff safety is paramount at Hampshire Hospitals NHS Foundation Trust.

The post holder will promote a just and open culture to reporting of incidents and adverse events. To ensure the practice of self and others is at all times compliant with both the safeguarding children's policy and guidance and vulnerable adult's policy.

The post holder should be aware of current health and safety policies of the Trust. They must attend all mandatory health and safety training. They are also required to maintain a safe working environment for patients, visitors and employees and report any accidents or dangerous incidents promptly. They should use protective clothing and equipment where provided.

Vetting & Barring Scheme

The Vetting and Barring Scheme was created to ensure that the Trust has the most robust system possible for preventing those who seek to harm children, or vulnerable adults, from gaining access to them through work or volunteering.

It is a criminal offense for someone Barred from regulated activity working with vulnerable adults or children to seek this employment. Any employer who knowingly pursues the employment of someone Barred from working with vulnerable adults or children are liable for prosecution.

Infection Control

To ensure the practice of self and others is at all times compliant with infection control policy and procedures. Hand hygiene must be performed before and after contact with patients and their environment.

Governance and Risk

Adhere to all Trust policies, procedures and guidelines. Follow professional and managerial codes of conduct as applicable to the role. Take active steps to prevent theft or fraud in the workplace.

Duty of Candour

The post holder is also required to ensure compliance with the statutory 'duty of candour'. This is a legal duty to inform and apologise to patients if there have been mistakes in their care that have led to significant harm. It is aimed at helping patients receive accurate, truthful information from health providers achieving a wholly transparent culture.

Safeguarding

Employees must at all times treat all patients with dignity and respect and ensure that vulnerable adults and children are safeguarded from abuse and neglect within the provisions of the Trust's Policies.

Training & Personal Development – Continuous Professional Development

There is a requirement for all Trust Employees to take part in the annual appraisal process; this can be in the capacity of facilitating staff appraisals and participating in their own appraisal and development plan.

The post holder must take responsibility in agreement with his/her line manager for his/her own personal development this includes attending all Trust Statutory and Mandatory training allocated for the role.

In addition the post holder must be aware of their education responsibilities within their area of work. All Healthcare Professionals have a responsibility to support and educate students / trainees and other learners in practice.

Sustainability and Carbon Reduction

Every member of staff is encouraged to take responsibility for energy consumption and carbon reduction and is expected to incorporate the agenda of sustainability, carbon and health in their daily work.