

Homecare & Commissioning Support Pharmacist (Band 8a)

Health Science Services

Job Description and Person Specification



About us

We provide care for the residents of three diverse London boroughs. Most of our 7,800 permanent staff live in Barking and Dagenham, Havering and Redbridge and the majority are from black, Asian and minority ethnic groups. We also provide healthcare services to people in south west Essex, and specialist neurosciences services to the whole of the county.

Our services include all the major specialties of large acute hospitals and we operate from two main sites - King George Hospital in Goodmayes and Queen's Hospital in Romford. We have two of the busiest emergency departments in London – more than 300,000 people visited our A&Es in 2023. We also provide outpatient services at Brentwood Community Hospital, Barking Community Hospital, Loxford Polyclinic, and Harold Wood Polyclinic.

We're pleased to be leading the way in reducing the time our patients wait to get the treatment they need. The Elective Surgical Hub at King George Hospital is one of eight to be accredited as part of a national scheme; the Care Quality Commission has raised the ratings for urgent and emergency care at Queen's and King George hospitals; and data released by NHS England showed that the Trust was the most improved in 2023 for reducing waits for emergency care.

We are particularly proud of our regional Neurosciences Centre; Radiotherapy Centre; Hyper Acute Stroke Unit; and dedicated breast care service at King George Hospital. We're also part of the North East London Cancer Alliance.

OUR PRIDE VALUES

PASSION

RESPONSIBILITY

INNOVATION

DRIVE

EMPOWERMENT

Job Description

Job title:	Homecare & Commissioning Support Pharmacist
Band:	Band 8a
Hours of work:	37.5 hours per week (1.0 wte) Saturday and Sunday (included in hours) Bank Holiday Flexible working arrangements may be extended further Dispensary Late Emergency Duty (when place is available on rota)
Location:	Cross site working. Based at Queens Hospital but required to work at any site where Barking, Havering and Redbridge University Hospitals NHS Trust (BHRUT) provides pharmaceutical services
Specialty/department:	Pharmacy Department
Accountable to:	Head Pharmacist- Operational Services
Responsible to:	Associate Director of Medicines Optimisation/Chief Pharmacist

1. Job purpose

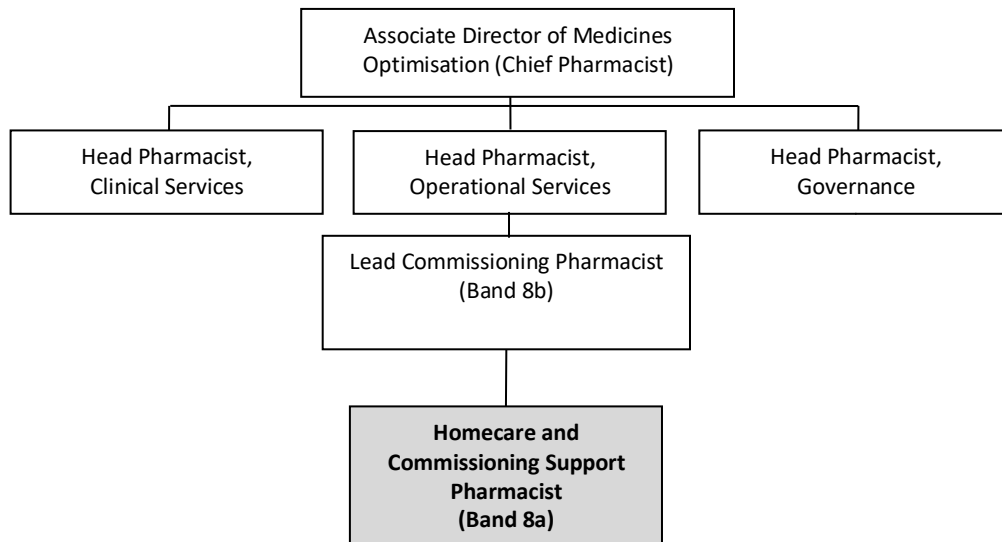
The post holder will act as the homecare pharmacist and be responsible for delivering and developing safe and effective comprehensive homecare services, inline with the Royal Pharmaceutical Society (RPS) Homecare standards for our patients at BHRUT. He/she will work alongside senior colleagues, clinicians and nurse specialists, with supervision from the 8b Lead Commissioning pharmacist.

The post holder will support the commissioning processes of high cost drugs under the direction of the Lead Commissioning Pharmacist. He/she will work closely with senior colleagues and specialties to ensure the provision of an integrated and efficient service.

The post holder will provide clinical ward pharmacy services to general areas under the direction of the Head Pharmacist, Clinical Services. He/she will work closely with senior colleagues and clinical technicians to ensure the provision of an integrated and efficient service.

The post holder as a member of the pharmacy department will assist in the development of policies, guidelines, SOPs and protocols under the direction of a senior pharmacist. Personal performance will be assessed through performance review.

Organisational Position (illustrative)



2. Relationships

The post holder is expected to establish and maintain positive interpersonal relationships with other staff members characterised by trust, mutual respect, and open, honest communication.

Internal Relationships

- Consultant colleagues and all members of their clinical teams
- Ward managers and all members of their clinical teams
- Clinical nurse specialists
- Allied health professionals – e.g., Physiotherapy, OT
- Quality and safety advisors
- Patients and their carers
- Members of staff within other departments-e.g., Clerical Officers, Specialist Pharmacists

All pharmacy staff across all disciplines and sites – regular liaison with Dispensary team, pharmacy medicines management, clinical governance, medicines information, procurement and production leads

External Relationships

- GP practices and their staff
- Community pharmacy colleagues
- Primary care health professionals e.g., PCN pharmacists
- National Clinical Pharmacy Specialist Groups
- London Homecare Medicines Consortium
- Regional Pharmacy Procurement Specialist
- Homecare companies
- Other NHS Trusts

3. Job summary

- To provide safe and effective homecare services to BHRUT patients
- To clinically validate and process homecare prescriptions
- Support the set up and implementation of homecare services
- Support the commissioning processes of high cost drugs
- To provide comprehensive, patient orientated pharmacy services throughout BHRUT
- To ensure that service provision is flexible and responsive to patient needs.
- Participate in the maintenance and development of pharmacy policies, procedures and standards in liaison with other members of the pharmacy team.
- Assist with developing and maintaining assurance processes for quality and safety in all areas of medicines use and storage. This will include participation in regular audit.
- To participate in the induction, training and supervision of foundation trainee and band 6 & 7 pharmacists, including the development of such training programs.
- To act as lead pharmacist for a clinical speciality within the Trust.

4. Homecare and Commissioning responsibilities

- To ensure clinical governance arrangements and structures are robust for homecare services and are centred around the patient in accordance with professional and national standards, such as the Royal Pharmaceutical Society's Professional (RPS) Standards for Homecare Services
- Clinical validation of homecare prescriptions and liaise with prescribers, specialties and homecare providers
- To manage the pharmacy electronic homecare database
- Support the Pharmacy homecare team, e.g., Clerical officer
- Support homecare process set up and implementation
- Support the commissioning processes of high cost drugs
- Improve internal processes innovatively to support delivery of high cost drugs
- Work collaboratively with multidisciplinary teams to review existing and develop new homecare services, policies, and specifications to ensure homecare services are provided according to RPS standards
- Produce monthly and quarterly reports on key performance indicators to measure service on finance and quality
- Monitor and report on homecare incidents, with learning outcomes
- To provide complex medicine related information to health professionals and patients (where required) for those on/commencing homecare, to improve the patient experience
- Attend quarterly London Homecare Medicines Consortium meetings
- Explore and maximise homecare schemes for the Trust to be financially fit

5. Clinical / Operational responsibilities

Patient Care

- To provide Clinical Pharmacy Services to the wards which includes medicines reconciliation, review of the suitability of patient medication, provision of advice to patients, carers, medical and nursing staff, appropriate and timely supply of medication, compliance to formulary, dosing and monitoring of therapy.
- Undertake clinical screening/checking of prescriptions, including in-patient, out-patient, clinical trials, oral chemotherapy, unlicensed medicines and PbR excluded/homecare drugs in accordance with departmental procedures. This will include the keeping of appropriate records and communication/handover to all members of the multi-disciplinary team.
- To contribute and adhere to clinical pharmacy service standards
- To act as Liaison Pharmacist for a specialty which includes:
 - being an ambassador for the pharmacy department
 - identifying pharmacy service developments to meet clinical pathways
 - providing regular expenditure reports which evaluate drug usage
 - promoting the rational and cost-effective use of drugs
 - developing intervention reporting to a specialty
 - developing and implementing drug policies and formulary
 - contributing to horizon scanning for new drugs

- pro-actively managing the risks associated with drug therapy
- participating in DUR/audit/formulary review/Patient Group Directions (PGDs)
- supporting evaluations of new drugs for the Medicines Optimisation Group
- supporting the Trust Antimicrobial Stewardship Agenda
- attending relevant specialty meetings
- To work as Independent Prescriber within a specified area (if qualified), supporting medical staff and facilitating discharge
- To liaise with other pharmacists to ensure efficient transfer of clinical and medicines management issues
- To provide patient education to all patients ensuring understanding and concordance, by modifying communication in response to level of understanding
- To proactively facilitate safe discharge of patients ensuring communication with GPs and other healthcare professionals to ensure timely and seamless discharge processes

Clinical Governance and Patient Safety

- Develop and maintain assurance processes for quality and safety in all areas of medicines use and storage. This will include participation in regular audit and risk assessment.
- To proactively facilitate safe discharge of patients ensuring communication with GPs and other healthcare professionals to ensure timely and seamless discharge processes.
- Proactively assist your area with developing and embedding processes for the safe and secure storage, use and handling of medicines and prescription stationery in compliance with Trust Policy.
- Record clinical contributions made, report medication incidents or complaints and support their investigation to prevent future recurrence.
- To maintain safe systems of work and ensure that all Standard Operating Procedures (SOPs) are being adhered to.
- To participate in the maintenance and development of pharmacy policies, procedures and standards in liaison with other members of the Pharmacy team
- To assist with the writing & supervision of bulletins to communicate and advise on key medicines issues e.g. drug shortages
- To work with the Consultants to develop and implement formulary guidelines and to harmonise guidelines across the Trust, as required
- To review stock lists in line with local review cycle
- To report incidents in a timely manner, to evaluate trends in your local specialty and take mitigating actions in collaboration with the Medicines Safety Officer

Financial/Resource Management

- To ensure all medicines supplied are in accordance with the Trust Formulary and to query any prescribing that is not in line with Trust Formulary.
- To support the cost-effective use of High Cost Drugs e.g. PbR excluded, Intravenous Immunoglobulin, and Homecare through adherence to local screening policy and data capture.

- Identify/explore areas for potential medicine cost-savings, formulary rationalisation and waste minimisation in liaison with Clinical Lead Pharmacist.
- Educate other healthcare professionals on the costs associated with drug therapy and promote the use of evidence-based, cost-effective prescribing
- Contribute to the annual horizon scanning process for new drugs

Education, Training and Practice Development

- To participate in the induction, training and supervision of pre-registration Pharmacists, foundation trainees and band 6 & 7 pharmacists, including the development of such training programs.
- To participate in the education and training of doctors, nurses, medical undergraduates and other healthcare professionals on pharmaceutical issues.
- To undertake CPD to ensure that knowledge is continually updated in line with GPhC standards for revalidation.

Audit, Research and Development

- Regularly participate in the delivery of the Trust Medicines management audits e.g. Safety and Security of medicines, Omitted doses & CDs
- Promote and ensure prudent use of antimicrobials in accordance with Trust guidelines by undertaking regular audits of inpatient prescribing in clinical area of responsibility in collaboration with the Lead Pharmacist for Antimicrobials.
- To participate in other research and audit programmes in the department as required to monitor the quality and effectiveness of services provided.

6. General

- All staff are responsible for the continual compliance with CQC standards and outcomes.
- The postholder must be aware of, and work in line with, our Trust's Safeguarding Adults and Children procedures.

7. Personal development

All staff are required to be appraised by their line managers at least once a year at a personal development review meeting where progress made over the last year is discussed and agreed. Focus on the following year's departmental and personal objectives will be identified, discussed and agreed. Where necessary, help and support will be provided and development opportunities agreed in line with service provision and knowledge and skills competency framework.

8. Mandatory Trust responsibilities

Amending the job description

This is a newly created role and it is expected that as the organisation develops and changes, it may be necessary to vary the tasks and/or the responsibilities of the postholder. This will be done in consultation with the postholder and it is hoped that agreement can be reached to any reasonable changes.

Confidentiality

The post holder must at all times maintain a complete confidentiality of the material and information that they handle. Any matters of a confidential nature, or in particular, information relating to diagnoses and treatment of patients and individual staff records must not, under any circumstances, be divulged or passed on to any unauthorised person or persons. The postholder must respect patient named confidentiality in keeping with “Caldicott principles”.

Data protection

The Trust relies on special provisions under data protection legislation to process personal information. Personal information includes name, address, national insurance number and date of birth as well as anything else confidential or sensitive. For example, racial or ethnic origin, trade union membership, health and the commission or alleged commission of any criminal or civil offences.

The Trust’s fair processing notice on its [intranet](#) and [website](#) details what personal information the trust uses, why this is required, the lawful basis for processing (legitimate reasons for collection, storage, usage and sharing), how the Trust processes (uses, stores, retains, disposes and protects) personal information, retention periods, who we share personal information with, confirmation of your information rights and the process for reporting a complaint or concern.

The Trust will lawfully process your personal information in compliance with data protection legislation.

Leaders’ agreement

If the post holder has leadership and/or line management responsibility, then they are responsible for demonstrating, and developing in line with, the standard of behaviour as outlined in our Trust ‘Leaders’ Agreement’.

Policies and procedures

The post holder will be expected to comply with all statutory legislation, Trust Financial Framework Guidance and approved national and local policy. The postholder is also expected to be aware of our Trust’s Risk Management Strategy which includes the responsibilities placed on them by the Health and Safety at Work etc Act (1974) and the Clinical Governance Framework. All employees are expected to comply with all Trust Policies and Procedures.

Safeguarding children and vulnerable adults

Safeguarding and promoting the welfare of children, young people and adults is central to the care provided by our Trust and the post holder must be aware of their responsibilities and work in line with our Trust's Safeguarding Adult and Children Procedures.

Health and safety

Under the Health & Safety at Work etc. Act (1974), it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts or omissions at work. This includes co-operating with management in complying with health and safety obligations, commensurate with their role, to maintain a safe environment and particularly by reporting promptly any incidents, defects, risks or potential hazards.

You must co-operate with Management in discharging its responsibilities under the Health and Safety at Work etc Act 1974 and ensure the agreed safety procedures are carried out to maintain a safe environment for patients, employees, others and visitors.

Sustainable development and our health and wellbeing

The Trust is committed to UK Climate Change Act and NHS Sustainable Development Unit strategy to reduce its business activity related carbon emissions and its impact on the environment. Our Sustainability vision is to "continually sustain, retain and enhance the savings and culture change to meet our sustainability commitments."

All staff are required to support the Trust's Sustainability vision, which aims to minimise environmental and healthcare impacts by developing preventative approaches. This will help improve the internal and external environment, reduce impact on natural and energy resources, reduce air pollution, prevent infection, provide financial savings and improve the health and wellbeing of staff, patient and the public.

All Managers Band 7 and above are required to take appropriate responsibility in their departments. They are expected to support in raising awareness, encouraging staff on waste segregation, energy savings, promoting active and healthy modes of travel, help reduce waste and embed sustainability by completing a Sustainability Impact Assessment on their local activity and business cases.

Infection control

Employees must be aware of the responsibilities placed upon them by The Health Act (2007) to ensure they maintain a safe, infection free environment. This includes the knowledge and understanding of the management of infected patients and the principles of Standard Infection Control Precautions including the correct technique for Hand Washing and the appropriate use of Personal Protective Equipment (PPE).

Smoke free

Our Trust buildings and grounds became fully Smoke Free on National No Smoking Day 11th March 2015. Our Trust expects all staff to promote healthy living and to set good examples in their own behaviour. Those not ready to quit smoking must remain smoke free during working hours, and will not be able to smoke in Trust uniform, in Trust grounds including car parks, while driving on Trust business or take smoking breaks. Second hand smoke causes

heart and lung disease, and is harmful to young children. However, disposable or rechargeable e-cigarettes (“vaping”) may be used outside hospital buildings.

General

The post holder will be expected to comply with all statutory legislation, Trust Financial Framework Guidance and approved national and local policy.

The postholder will be expected to be responsible for his/her continuing professional development and to take a proactive approach to maintaining personal and professional effectiveness in an evolving role.

The duties and responsibilities described in this Job Description are intended to be indicative but not exhaustive of the responsibilities of the postholder. As our Trust develops, the requirements of the job may change and the postholder is expected to adapt to these changes.

Equal opportunities policy

Our Trust operates in a multi-ethnic area. All members of staff are expected to take into account equalities in all areas of work.

All employees are expected to abide by our Trust’s equal opportunities policy, failure to do so could result in disciplinary action up to and including dismissal.

Date: January 2024

Prepared By: Uma Horton, Lead Commissioning Pharmacist

Person Specification

Selection Criteria	Essential Criteria	Desirable Criteria	Means of Assessment
Education/Qualifications	<p>MPharm or BSc/Bpharm (prior to 2001).</p> <p>Postgraduate Diploma in General Pharmacy Practice/Clinical Pharmacy (or equivalent qualification).</p> <p>Registered with the General Pharmaceutical Council as a Pharmacist in the UK (MRPharmS).</p>	<p>MSc in Clinical Pharmacy</p> <p>Pharmacist Independent Prescriber Qualification</p> <p>Formal management training/qualification</p>	Application/Interview
Skills/Abilities	<p>High standard of oral and written (including report writing) communication skills and confidence to discuss patient management with senior clinicians/other MDT members. Ability to work with and influence a multidisciplinary team.</p> <p>Demonstrates advanced level of clinical reasoning and judgement and able to manage difficult and ambiguous problems.</p> <p>Ability to manage projects.</p> <p>Good organisational and time management skills and meeting set targets and deadlines.</p> <p>Ability to respond to issues or complaints and escalate when required.</p> <p>Proactive and Innovative.</p> <p>Ability to work on own initiative and as part of a team.</p>	<p>Communicates best practice outside the organisation</p> <p>Demonstrates good leadership skills</p> <p>Project management qualification</p>	Application/Interview

Experience/ Knowledge	<p>Comprehensive experience as a clinical pharmacist practitioner – this must include a solid grounding in all aspects of hospital pharmacy practice.</p> <p>Experience of working with nursing and medical staff and other health care professionals, patients and the public.</p> <p>Evidence of ability to appropriately recommend, substantiate and communicate therapeutic options to patients and healthcare staff.</p> <p>Education and training experience including supervision and appraisal of staff and students.</p> <p>Demonstrable use of clinical audit and quality improvement methodologies to improve practice.</p> <p>Proficient in the use of IT and Microsoft Office and Pharmacy Stock management systems.</p>	<p>Substantial post registration experience of UK hospital pharmacy practice.</p> <p>Change management experience and direct involvement of redesign within a service, including promoting evidence based practice.</p> <p>Publication of research in a peer - reviewed journal.</p> <p>Homecare Pharmacist experience.</p> <p>Reviewing and approving guidelines, SOP's and Policies.</p> <p>Experience with JAC.</p>	<p>Application/ Interview</p>
Personal Qualities	<p>Excellent attendance record.</p> <p>Confident in own judgement.</p> <p>Inspires confidence in others.</p> <p>Reflective practitioner.</p> <p>Enthusiasm and commitment to develop the service.</p> <p>Professional and patient focused, with a strong commitment to providing high quality patient centered care.</p> <p>Demonstrates PRIDE values and behaviours.</p>	<p>Able to manage and sustain change.</p> <p>Champion for equality, diversity and inclusion.</p>	<p>Application/ Interview</p>

Personal Qualities continued	<p>Ability to remain calm and polite under pressure.</p> <p>Ability to demonstrate commitment to CPD.</p> <p>Analytical ability for problem solving.</p> <p>Well-developed assertiveness skills, able to successfully initiate change.</p> <p>Able to work autonomously and within a team.</p> <p>Able to work Saturday, Sunday, Bank Holiday and other rotas</p>		Application/ Interview
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