

## **JOB DESCRIPTION**

**POST:** Community Health Services Pharmacist

**BAND:** 7

**ACCOUNTABLE TO:** Joint Deputy Chief Pharmacist Community Services

### **KEY WORKING RELATIONSHIPS/LIAISES WITH:**

Pharmacy team, divisional and service managers, clinicians, multi-professional health care teams, GPs, ICSs, PCN and Acute secondary care pharmacy leads- including Pharmacy team at Kingston Hospital NHS Foundation Trust and West Middlesex University Hospital NHS Trust; public health and health and social care providers.

### **JOB PURPOSE**

Working within the Quality and Clinical Excellence directorate this role provides community healthcare pharmacist support to Hounslow and Richmond Community Healthcare.

To provide a clinical pharmacy service to the inpatient unit at Teddington Memorial Hospital, the Rapid Response Teams in Richmond and the Integrated Community Response Service in Hounslow where needed.

To provide professional advice on policies and practice to Hounslow and Richmond Community Healthcare (HRCH) staff.

To contribute to the clinical governance of Hounslow and Richmond Community Healthcare through interventions which optimise the management of medicines in all relevant areas of practice.

To lead and support on the production of Patient Group Directions for HRCH.

To support the NHS digital program with leading on EPMA and E- transfer of prescriptions.

### **KEY RESPONSIBILITIES**

- To provide professional pharmaceutical advice to all Hounslow and Richmond Community Healthcare
- To identify and act on pharmaceutical issues which arise in the community
- To reduce risk associated with medicines use by contributing to the safe medication practice agenda

- To be responsible for communicating and interpreting relevant national and local decisions and policy relating to medicines, to community healthcare staff.
- Develop, review and propose changes to medicine related policies and practice
- Support the training needs of health care professionals and other staff in relation to medicine policies, non- medical prescribing and safe and appropriate use of medicines by developing and delivering programmes of training and development

## **CLINICAL RESPONSIBILITIES**

### **Clinical and Professional Duties**

- To support consistent standards and practice in medicines management within the community health services of Hounslow and Richmond Community Healthcare NHS Trust.
- To support the senior pharmacist in being responsible for provision of clinical ward pharmacy services to the inpatient unit as well as the urgent treatment and out-patient departments at Teddington Memorial Hospital and any virtual wards in development.
- To provide a clinical pharmacy service to the Rapid Response Team in Richmond and Integrated Community Response Service in Hounslow where needed and as services develop. This may involve visiting patients in domiciliary settings.
- To support the Hounslow Community Neuro rehabilitation service with medication reconciliation review and advice in the Parkinson's disease clinic.
- To participate in reporting and investigating medication safety incidents for the Trust and be actively involved in sharing learning of lessons and best practice.
- To support the senior pharmacists in developing clinical services in collaboration with other healthcare providers, pharmacy suppliers and service managers.
- To provide expenditure and incident reports and analysis of findings for operations and governance committees.
- To support development of the pharmacy services striving for excellence and optimised patient experience Trust wide.
- To provide professional pharmaceutical advice to all Hounslow and Richmond Community Healthcare including immunisation, vaccination and medicines management.

- To identify and act on pharmaceutical issues which arise in the community via healthcare professionals, through enquiries or arising from information- including the media- on relevant health issues.
- Support the team and be responsible for providing pharmacy input to support professional leads in identifying and addressing evidence-based practice consistent with requirements of clinical governance and of national imperatives.
- Provide advice to community healthcare staff on unlicensed medicines use and areas of practice where the evidence base is lacking, and medical opinion may differ.
- To review the safe and secure storage of medicines including controlled drugs in Hounslow and Richmond Community Healthcare.
- To work within multidisciplinary teams, including facilitating audit of practice against policies and guidelines.
- To reduce risk associated with medicines use by contributing to the safe medication practice agenda. This will include identification and reporting of medicines related incidents and promoting an active learning culture across Hounslow and Richmond Community Healthcare NHS Trust.
- To support the training needs of health care professionals and other staff in relation to medicine policies, non-medical prescribing and safe and appropriate use of medicines by contributing to the development and delivery of training programmes.
- To participate in committees at local, regional and national levels pertinent to the post to influence decisions with a pharmaceutical context, where supported by the senior pharmacist.
- Be able to critically appraise literature and give an accurate interpretation in order to improve use of medicines locally.
- The post holder will continually update their skills and knowledge, through meetings and appraisals as part of continuing professional development and professional registration.

## **SERVICE DELIVERY RESPONSIBILITIES**

- Responsible for organising planning, developing and delivering safe efficient and effective clinical pharmacy service to Trust patients in the inpatient unit and the boroughs.
- To support the management of strategies for clinical and financial risk management, clinical governance and controls assurance of medicines.

- Working in partnership with and proactively developing and maintaining good working relationships with internal and external stakeholders.

### **MANAGERIAL RESPONSIBILITIES**

- Responsible for deputising and managing the clinical pharmacy and advisory services to the boroughs, in conjunction with the senior pharmacists.
- To deputise for the senior community services pharmacists and Chief Pharmacist and prescribing as appropriate
- To support the evaluation of the effectiveness of the clinical pharmacy team

### **FINANCIAL RESPONSIBILITIES**

- To provide financial information on medicine usage expenditure to budget holders clinicians and colleagues and advise on the evidence based and cost-effective use of pharmaceuticals using various reports (e.g. SystmOne, ePACT and outsourced supplier's information).

### **TRAINING/EDUCATION RESPONSIBILITIES**

- To identify, develop and support training programmes which address the needs of practitioners and staff relating to medicines and prescribing.
- To contribute to training sessions, for HRCH staff and patients including PGD and non-medical prescribing forums and ad hoc training as needed
- To share best practice across HRCH through national and local campaigns.
- To support the oversight and training of pre-registration technicians and pharmacists on placement at HRCH NHS Trust.

### **RESEARCH AND DEVELOPMENT**

- To identify areas for audit and practice research.
- To support, undertake and evaluate practice research and audit within different care and clinical settings.
- To undertake mandatory continuing professional development and registration with the GPhC.

### **ANY OTHER GENERAL DUTIES**

- To work with the professional standards of General Pharmaceutical Council (GPhC.)

- To attend and contribute to regular team meetings.
- To provide pharmacy advice support and co-ordination in the event of a major incident or outbreak
- This list of duties is not intended to be exhaustive and you will be required to undertake any other duties commensurate with the grade in line with the requirements of the post. The duties and responsibilities may be subject to change which will be in discussion with the post holder and team.

## **ADDITIONAL GENERAL REQUIREMENTS:**

### **VALUES**

All staff are expected to act as a role model to others and consistently reflect and demonstrate the Trust values of *care, respect and communication* in all aspects of their role.

### **CONFIDENTIALITY**

All employees must not, without prior permission, disclose any information regarding patients or staff. In instances where it is known that a member of staff has communicated information to unauthorised persons, those staff will be liable for disciplinary proceedings in accordance with the Trust's Disciplinary Policy. No confidential information may be read, discussed, disclosed or passed on unless it is necessary in the pursuance of the legitimate duties of the role.

Data Protection Legislation also renders an individual liable for prosecution in the event of unauthorised disclosure of information.

### **HEALTH AND SAFETY**

The post holder is required to make positive efforts to maintain his/her own personal safety and that of others by taking reasonable care, carrying out the requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with Trust policies on Health and Safety.

All staff must attend mandatory/statutory training and ensure any risk observed is reported in the appropriate way.

### **RISK MANAGEMENT**

The postholder will operate in accordance with the trust Risk Strategy to ensure that patients, visitors and staff are protected from harm and that systems are in place to ensure that all risks are proactively managed to safeguard against impropriety, malpractice, waste or failure to provide value for money.

The postholder will identify risks to their own and the Trust's objectives and add these to the risk register as required at the appropriate level. Directors are responsible for the identification, assessment and management of risk within their own area of responsibility. They are responsible for managing their risks on the BAF and TRR. They have authority for

current risks of 12 and over. They are also accountable for day to day management of services and the risks inherent within that operation.

## **DATA PROTECTION**

In line with national legislation, and the Trust's policies, you must process all personal data fairly and lawfully, for the specific purpose(s) it was obtained and not disclosed in any way incompatible with such purpose(s) or to any unauthorised persons or organisations, unless a lawful exemption applies.

The post holder must be familiar with and comply with the all Trust Policies on Data Protection, Confidentiality, individual rights, Information Security and know how to deal with a request for access to personal information and to how to report any data breaches. All staff will complete the mandatory Data protection training

The post holder must be familiar with and comply with the Data Protection Principles contained within the Data Protection legislation and the Caldicott principles of information sharing.

## **EQUALITY AND DIVERSITY**

The aim of Hounslow and Richmond's Community Healthcare NHS Trust's policy is to ensure that no job applicant or employee is discriminated against, either directly or indirectly, on the grounds of race, colour, creed, sex, marital status, sexual orientation, disability, age, nationality, religion or belief, ethnic or national origins.

Hounslow and Richmond Community Healthcare NHS Trust is committed to promoting equality and diversity and will keep under review its policies, procedures and practices to ensure that all users and providers of its services are treated according to their needs.

Staff have a responsibility to treat colleagues, clients and members of the public with respect. Acts of harassment or discrimination are deemed to be gross misconduct in accordance with the Trust's Disciplinary Policy.

This applies to all staff working in Hounslow and Richmond Community Healthcare NHS Trust.

## **RESEARCH GOVERNANCE**

Hounslow and Richmond Community Healthcare NHS Trust manages all research in accordance with the requirements of the Research Governance Framework. As an employee you must comply with all reporting requirements, systems and duties of action put in place by the Trust to deliver research governance.

## **INFECTION CONTROL**

Hounslow and Richmond Community Healthcare NHS Trust considers compliance with the Infection Control Policy and Procedures, including hand hygiene, to be the responsibility of all employees who work in clinical areas. Failure to do so will result in disciplinary action being taken against an employee in accordance with the Trust's Disciplinary Policy.

## **PERSONAL DEVELOPMENT**

All employees are required to participate in the Appraisal and Personal Development Planning (PDP) process which identifies development and learning needs.

As an employee of a health promoting NHS all staff should be aware of the borough's public health priorities. These priorities should be reflected, where appropriate, in your work plan in a quantifiable form.

#### **SAFEGUARDING ADULTS AND CHILDREN**

All staff are required to ensure that they have the required level of safeguarding training appropriate to their role within the organisation and abide by the Trust's Safeguarding Adults and Safeguarding Children policy.

#### **PROFESSIONAL / MANAGERIAL CODES OF PRACTICE**

The NHS Code of Conduct for NHS Managers outlines the central standards of conduct expected of NHS Managers and seeks to guide them in the work they do and, in their decision, making. The Code is also intended to assure the public of the high professional standards and accountability within NHS Management.

The Code applies to all Chief Executives and Directors in the NHS and to other Senior Manager positions with a similar responsibility and accountability. The Code applies to this post and the post holder will be required to abide by its terms.

#### **COUNTER FRAUD**

Staff are expected to report any incidences of potential fraud to the Counter Fraud Helpline on 0800 028 40 60.