

## **JOB DESCRIPTION**

<b>Post Title:</b>	<b>Pharmacist</b>
<b>Job Grade</b>	Band 6 on the Agenda For Change Pay-Scheme
<b>Dept.</b>	Pharmacy
<b>Location</b>	Airedale General Hospital
<b>Managed by</b>	Clinical Pharmacist
<b>Accountable to</b>	Lead Pharmacist- Clinical Pharmacy Services
<b>Supervises</b>	Allocated as appropriate
<b>Hours</b>	37.5 hours per week (plus on-call payments as per local agreement)

### **Job Summary**

To work as part of a team of skilled clinical pharmacists to provide a high quality medicines management service. The post holder could work in all sections of the pharmacy service. This will include rotational slots in dispensary, ward / clinical pharmacy, medicines information, aseptic and anticoagulant services.

The post holder is expected to promote the highest standards of professional practice, Trust Policies and Procedures, whilst observing principles of clinical governance, and the “Standards of Conduct, Ethics and Performance” issued by the General Pharmaceutical Council.

In pursuing these duties the post holder will ensure compliance with the NHS Constitution (details of which can be found at the following websites [www.nhsemployers.org](http://www.nhsemployers.org) or [www.dh.gov.uk/nhsconstitution](http://www.dh.gov.uk/nhsconstitution))

### **DUTIES AND RESPONSIBILITIES**

1. Provide professional and legal clinical supervision in the dispensary as allocated:

For example this may include:

- Clinical and legal verification of prescriptions
- Labelling and dispensing
- Dealing with general and clinical enquiries
- Accuracy checking of prescriptions
- Complying with the legal and other requirements relating to the purchase, supply, use, safe custody and distribution of drugs within pharmacy and within all other areas of the Trust

2. Provide a clinical service to the wards and departments in accordance with professional, departmental and Trust policies.

For example this may include:

- Taking drug histories on admission as part of medicines reconciliation.
- Screening of patients on admission for pharmaceutical care issues and formulation of care plans where pharmaceutical care issues are identified
- Review medication to ensure safe and effective use
- Formulation of individual pharmaceutical care plans

- Reviewing and updating care plans depending on response, results of investigations and adverse effects
  - Therapeutic drug monitoring for specific drugs
  - Educating patients about their drug therapy
  - Monitoring and promoting economical drug usage
  - Recording clinical activities and interventions in line with departmental policy
  - Liaising with health care professionals in primary care
3. Participate in the Pharmacy-led outpatient warfarin clinics.
  4. Participate in on-call, weekend and bank holiday rotas.
  5. Participate in the provision of Technical and Aseptic services to the Trust, in accordance with the recommendations contained in the Guide to Good Pharmaceutical Manufacturing Practice and its supplements and in accordance with licences.

For example this may include:

- Undertaking training to be able to check the setup, manufacture and final release of non-sterile and aseptically dispensed items, including cytotoxics.
  - Acquiring an understanding of the Quality Assurance principles underpinning the safe and effective preparation of aseptically dispensed medicines.
  - Becoming proficient and confident in the monitoring, calculation and provision of both adult parenteral nutrition.
6. Help in the distribution of medicines to patients, wards and departments and to assist in maintaining systems for the control of drugs in accordance with current legislation.
  7. Safety – Be aware and operate within the current Health and Safety legislation, including COSHH and the department's safety policies and ensure safe working practices within the area of work. Adhere to high standards of safety in carrying out duties within the department and the wards, including attendance at mandatory training.
  8. Give a commitment to lifelong learning and contribute to the maintenance of a personal development portfolio in accordance with Trust and professional requirements. Undertake Continuing Professional Development to keep relevant pharmaceutical clinical and technical knowledge up to date.
  9. Participate in pharmacy practice research, quality and/or clinical audit projects undertaken by the pharmacy department.
  10. Participate in the department and Trust medication error reporting systems.
  11. Take responsibility for maintaining the security of the department.
  12. Support the Trust equality and diversity policy. This may include counselling on complex medication regimens, dealing with language barriers and dexterity difficulties.
  13. Comply with the Trust infection control policies.
  14. Provide a professional and courteous service to all staff and patients using the pharmacy service. This may include those who are angry, confused or distressed.

15. It is incumbent on the post holder to continually update his or her professional and/or managerial awareness and carry out other duties deemed appropriate to the grade of the post.
16. Maintain close working links with other members of the pharmacy staff to ensure the smooth running of the service
17. Comply with the Professional code of ethics, data protection act, policies relating to confidentiality and other departmental and Trust policies.
18. Provide pharmacy services to external customers, this may include, mental health Trusts and hospices.
19. Comply with the Trusts policies and local procedures relating to Safeguarding Children and the Protection of Vulnerable Adults
20. Manoeuvre **light** goods and equipment in accordance with manual handling regulations and good practice
21. Maintain and process all information concerning patients, staff, contractors or the business of the Trust to which the post holder has access, without divulging such information to any third party or make use of information gained in the course of employment, except where this is clearly within the remit of the post holder and the other party's responsibility.
22. Weekends / Bank Holidays / working hours in line with service needs.
23. Ensure that the safety of the patient and their experience remains the focus of pharmacy services provided in line with the Trust's "Right Care" programme
24. Comply with Good Distribution Practice to ensure that medicines are procured, stored, handled and transported under the required conditions

In pursuing these duties, the post holder will ensure compliance with the NHS Constitution and be familiar with the NHS England Guidance 'Understanding the new NHS' (details of which can be found in the links section of NHS Jobs).

### **Professional Registration/Codes of Conduct**

Be aware of and comply with the relevant codes of conduct and practice set up by your professional regulatory body and maintain up to date professional registration appropriate to the post. Any breach of these codes may lead to action by the Trust independent of any taken by the regulatory or professional body.

### **Safeguarding Children & Adults**

Understand and work within policies and local procedures relating to Safeguarding Children and the Protection of Vulnerable Adults.

### **Health & Safety**

You are required to: co-operate with supervisors, managers and other employees to achieve a healthy and safe environment, to take reasonable care of your own health and safety and that of other persons who may be affected by your actions, to carry out your responsibilities in ways that help to ensure a safe and healthy place of work.

In the course of your work you are to bring to the attention of your supervisor or manager:

- Any situation which reasonably could be considered to represent a serious or immediate danger to the health and safety of any person.
- Any matter which reasonably could be considered to represent a shortcoming in the Trust's health and safety protection arrangements.

### **Manual Handling**

Manoeuvre **light** goods and equipment in accordance with manual handling regulations and good practice

### **Right Care Values and Behaviours**

Responsible for embodying, and encouraging in others, the Right Care Values, using the behaviours identified for each value as a basis for decision-making.

### **Equal Opportunities**

Carry out your duties in line with Trust Equality policies and procedures, including relevant legislation, to deliver and promote equity of access to healthcare and equality of opportunity at work at all times.

### **Infection Prevention and Control**

Be familiar with and follow the Trust Infection Control Policies and designated hand hygiene procedures appropriate to your post. In addition you should take action to report to your manager or appropriate person any incidents or poor practice that may result in the spread of infection.

### **Mandatory Training**

Be aware of and undertake mandatory and other training requirements necessary for the successful and safe performance of your job, including relevant updates.

### **Information Governance**

Maintain and process all information concerning patients, staff, contractors or the business of the Trust to which the post holder has access, without divulging such information to any third party or make use of information gained in the course of employment, except where this is clearly within the remit of the post holder and the other party's responsibility.

The Trust recognises the importance of reliable information. The quality of this data is crucial in that it should give a complete, accurate and timely representation of events to support patient care, clinical governance, monitoring performance, management and service agreements for healthcare planning and accountability. All information entered onto any record whether manual or electronic or any other media (film, tape etc.) should be accurate, timely, complete, valid, defined, appropriately sought, appropriately recorded and should be stored securely and confidentially. Further information on the Trust's "Health Records Policy" can be obtained from the Trust's Intranet site.

### **Restriction on Smoking**

The Trust is "Smokefree". You may not smoke in Trust owned buildings or grounds except in the designated smoking zones.

**The Trust is committed to supporting staff in balancing their work and home lives and encourages staff to discuss their individual needs with their department in order to arrive at mutually satisfactory working arrangements.**

**This job description is a reflection of the current position and may change in emphasis or detail in light of service developments. It will be reviewed annually as part of the appraisal/performance development review process.**

**PERSON SPECIFICATION**

<b>TITLE OF POST</b>	<b>JUNIOR PHARMACIST</b>
<b>BAND</b>	<b>6</b>
<b>DEPARTMENT</b>	<b>PHARMACY</b>
<b>LOCATION</b>	<b>AIREDALE GENERAL HOSPITAL</b>

<b>REQUIREMENTS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASSESSMENT METHOD</b>
<b>Qualifications:</b>	Master's degree in Pharmacy (MPharm) Member of the General Pharmaceutical Council (GPhC)	Member of the RPSGB Member of the UKCPA	Application form
<b>Experience:</b>	Commitment and evidence of professional updating and formal continuous professional development (CPD)	Experience of working in hospital environment.	Application form / Interview
<b>Specific Skills and Knowledge</b>	Excellent verbal and written communication skills. Methodical with effective organisational skills in the workplace. Able to prioritise workload and meet deadlines. Able to demonstrate initiative. Interest in expanding knowledge and self-development Able to interpret and summarise a wide range of clinical information and demonstrate appropriate clinical knowledge and application.	Understanding of the wider issues affecting the NHS and Pharmacy. Ability to supervise the work of other pharmacy staff and provide constructive feedback on performance Good knowledge of critical appraisal skills, evidence based medicine and formulary systems	Application form / Interview / References

	<p>Good knowledge and understanding of the formulation, preparation and therapeutic action of medicines</p> <p>Pride in establishing and maintaining high standards of work and have attention to detail.</p> <p>Good analytical and evaluative skills.</p> <p>Able to present written information clearly, concisely and accurately.</p> <p>Broad understanding of current hospital pharmacy practice.</p> <p>Knowledge of the NHS Constitution &amp; 'Understanding the New NHS'</p> <p>Computer literate including ability to use Microsoft Word, email and internet</p>		
<b>Aptitudes:</b>	<p>Desire to work in a hospital pharmacy team.</p> <p>Ability to deal confidently and directly with the public, clinicians, members of the healthcare team and pharmacy colleagues</p> <p>Ability to work unsupervised and alone.</p> <p>Ability to work in a busy environment and to remain calm and assertive under pressure</p> <p>Ability to work with other colleagues effectively as part of a team.</p> <p>Flexibility with regard to change in work schedules.</p> <p>Positive attitude.</p> <p>Able to identify when to refer to senior staff for guidance / direction when necessary</p>		<p>Application form / Interview / References</p>

<b>Personal Qualities:</b>	Professional appearance and credibility.  Pleasant manner and sociable behaviour.  Honest and trustworthy and able to maintain strict confidentiality at all times.  Self-motivated with enthusiasm to work and learn as a Junior Pharmacist.		Interview / References
<b>RIGHT CARE BEHAVIOURS</b>	Honesty & Integrity Listening & Communicating Supportive & Approachable Even Handed & Encouraging Patient Centred & Compassionate Leads by Example & Self Aware		Interview
<b>Other Job Requirements</b>	Ability to commit to overnight off-site on-call, weekend and bank holidays rotas.  Ability to adhere to policies, procedures and standards.  Flexibility in working hours to suit the needs of the service.		Application form / Interview