

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Specialist Mental Health Pharmacist
<b>BAND:</b>	7
<b>DEPARTMENT:</b>	Pharmacy – Luton
<b>DIRECTORATE:</b>	Corporate – Bedfordshire and Luton Mental health services
<b>REPORTING TO:</b>	Clinical Lead Pharmacist
<b>ACCOUNTABLE TO:</b>	Chief Pharmacist

### JOB SUMMARY

The post holder will be expected to work with the Lead Pharmacist to develop clinical pharmacy services within the Luton and Bedfordshire directorates. They will be responsible for implementing and monitoring the Trust's clinical pharmacy standards as well as ensuring the clinical service is of high quality and patient-focused. They will identify gaps and problem areas in the service and will use quality improvement methodology to make positive changes. To be involved in effective stock control and cost-effective medicines expenditure across Luton and Bedfordshire directorates.

To manage clozapine supply for in-patients and out-patient clinic.

They will also be a need to cover services across the Bedfordshire directorate and potentially East London.

### KEY RESPONSIBILITIES

1. To deliver a comprehensive medicines optimisation service to wards and teams based within the Luton and Bedfordshire directorates and when necessary to provide this service to other wards across ELFT. This is to be in line with the ELFT clinical pharmacy standards.
2. To provide input into policy and procedures affecting the use of pharmaceuticals at both local and trust wide levels under the direction of the Lead Pharmacist
3. To provide dispensary cover/link pharmacy cover and to support the MMT technicians, this operational work may be within the Luton and Bedfordshire directorates.
4. To provide pharmaceutical support to the clozapine clinic(s) in Bedfordshire and Luton, screening prescriptions and liaising with the MDT as necessary.
5. To manage the supply of clozapine to in-patients and out-patient clinic. To offer support and advice to all staff participating in these procedures.
6. To work with the Lead Pharmacist to undertake audits to evaluate and improve services alongside trust and Luton and Bedfordshire priorities.
7. To work towards quality improvement initiatives in line with the trusts QI vision and with direction from the Pharmacy Services Manager.
8. To be involved in effective stock management and cost-effective medicines prescribing and administration across the organisation.
9. To partake in the pharmacy on-call service (Emergency Duty Cover, bank holiday rotas) and a Saturday service in the Trust's main dispensary in East London. This may also include operational cover at the Trust's pharmacy in East London.

### MAIN DUTIES AND RESPONSIBILITIES

#### Patient Care

- Identify and respond to the specialist pharmaceutical information needs of patients, carers, doctors, nurses, and other members of the healthcare team. Information will be required to be presented on an



	<p>individual case basis or as part of structured medication education groups.</p> <ul style="list-style-type: none"> <li>• Ensure information is provided in a timely manner, to the appropriate individual (in accordance with the degree of urgency of the request or issue identified).</li> <li>• Be able to present information in a suitable format (e.g. written and/or verbal) and style for the target audience. Barriers to effective communication may include learning disability, mental impairment, non-consenting/noncompliant patients, and patients detained under the mental health act who may be violent/aggressive.</li> <li>• Assist the Pharmacy Services Manager in communicating relevant ELFT Trust decisions and policy relating to medicines to local clinical areas.</li> </ul>
Clinical	<ul style="list-style-type: none"> <li>• Ensure safe and appropriate use of medicines in order to maximise benefit and minimise risk to patients. This includes regular review of prescriptions, identification of significant drug interactions, advice for clinical monitoring, compliance with legal aspects (Medicines Act, Mental Health Act) of medicine supply and compliance with the Trust formulary.</li> <li>• Be responsible for providing clinical pharmacy input at ward level.</li> <li>• To undertake medicines reconciliation and to support Medicines Management technicians in medicines reconciliation</li> <li>• To undertake patient 1:1s during the admission.</li> <li>• To be responsible to the multidisciplinary team caring for outpatients (e.g. as part of the Community Mental Health Teams).</li> <li>• Be responsible for providing a clinical pharmacy service to groups of patients.</li> <li>• Review prescriptions for accuracy and legality and identify actual or potential problems.</li> <li>• Ensure the effective supply of medicines suitable for use as an inpatient and appropriately labelled for discharge if applicable.</li> <li>• Ensure the effective outcomes of treatment with medicines.</li> <li>• Monitor patients for potential and actual adverse effects of their medicines.</li> <li>• Take steps to ensure patients understand the purpose of their medicines and deal with any practical issues that may prevent the optimal use of their medicines.</li> <li>• Support the planning of patient discharge with respect to medication, including the transcription of requests for dispensing and discharge counselling.</li> <li>• Demonstrate professional accountability to patients.</li> <li>• Actively promote self-medication on the rehabilitation and long stay wards.</li> <li>• Provide advice to clinicians on unlicensed medicines use and areas of practice where the evidence base is lacking.</li> <li>• Work across traditional boundaries as part of a fully integrated multidisciplinary team.</li> <li>• Manage and make appropriate referrals to other members of the multidisciplinary team and within the pharmacy department.</li> <li>• Be able to critically appraise the literature and give accurate interpretation in order improve use of medicines.</li> <li>• Reduce risk associated with medicines use by contributing to the safe medication practice agenda. This will include identification and reporting of medicines related errors.</li> <li>• Develop and demonstrate expert clinical knowledge in appropriate areas.</li> <li>• Act as a clinical role model and demonstrate the ability to provide</li> </ul>

	<p>safe, clinically effective and cost efficient use of medicines for junior pharmacists.</p> <ul style="list-style-type: none"> <li>Provides an enquiry answering service, giving advice of a truly specialist nature, to health care professionals or patients who have been so far unable to access either information/advice, or require help where information is conflicting or difficult to interpret in the management of either individual patients, or groups of patients.</li> <li>Advice provided is accurate, evaluated, impartial and up-to-date to ensure the safe, clinically effective and cost efficient use of medicines in patients.</li> <li>Assess medicine regimes both during enquiry answering and/or routine ward visits providing highly specific advice to other clinical teams members on the management of often complex medicine related issues, such as complex drug interactions, medicine use in pregnancy, unlicensed use of medicines etc.</li> <li>To provide dispensary cover.</li> <li>The post holder will continually update their skills and knowledge as part of Continuing Professional Development.</li> <li>Be familiar with the use of breakaway techniques.</li> <li>To contribute to clinical audits wards within the Luton and Bedfordshire directorates.</li> </ul>
Management	<ul style="list-style-type: none"> <li>To provide day to day management of junior pharmacy staff.</li> <li>To be responsible for planning and organising own workload for your clinical areas in accordance with the requirements of the job.</li> <li>To be responsible for managing medicines storage and security (prescription only medicines and medicines specified in the Misuse of Drugs Act).</li> <li>To be responsible for medicines supply (e.g. stock lists) ensuring appropriate quantities are stored in accordance with the changing clinical needs of each clinical environment to minimise waste and reduce risk.</li> <li>To provide support and advise other healthcare professionals on pharmaceutical matters that need to be taken into account when prescribing, monitoring or administering clozapine.</li> <li>To assist and advise on the development of policies and procedures to ensure safe, appropriate and timely patient selection, prescribing, monitoring, administration and supply of clozapine.</li> <li>To check that suitable blood results are available before supplies of clozapine are made.</li> <li>To arrange delivery/collection of dispensed supplies according to each individual patient's schedule.</li> <li>To provide a medicines information service for professionals, patients and carers.</li> <li>To liaise with manufacturers and national medicines safety agencies to maintain a sound knowledge base on the use of clozapine for patients cared for by the Trust</li> <li></li> <li>Research and Development and quality improvement:</li> <li></li> <li>To participate and develop quality improvement initiatives.</li> <li>To participate in the ELFT Trust wide Medicines Audit programme. This includes supporting collection of data.</li> <li>To identify and undertake medicines audit at the local directorates and re-audit where appropriate.</li> <li>Promote and facilitate pharmacy practice related research within pharmacy services.</li> <li>To participate in clinical trials within designated clinical areas as</li> </ul>

	<p>required.</p> <ul style="list-style-type: none"> <li>•</li> </ul>
Performance and Quality	<ul style="list-style-type: none"> <li>• To reviews and propose changes to Trust medicines- related policies and decisions.</li> <li>• To contribute to the writing of Trust wide medicines-related clinical guidelines as delegated by the Pharmacy Services Manager.</li> <li>• To support local implementation of Trust Medicines Policies within your own clinical area.</li> <li>• To support the implementation of policies and procedures to support the delivery of appropriate medicines supply service.</li> <li>• To provide information and advice on medicines management aspects of clinical governance in line with the Medicines Committee.</li> <li>• To be responsible for ensuring medicines are handled safely and securely within designated clinical areas.</li> <li>• To assist in the delivery of the modernisation agenda for pharmacy services under the direction of the Pharmacy Services Manager.</li> <li>• To identify and undertake project work in order to make improvements within your own clinical area.</li> <li>• To participate and develop quality improvement initiatives.</li> <li>• To participate in the ELFT Trust wide Medicines Audit programme. This includes supporting collection of data.</li> <li>• To identify and undertake medicines audit at the local directorates and re-audit where appropriate.</li> <li>• Promote and facilitate pharmacy practice related research within pharmacy services.</li> <li>• To participate in clinical trials within designated clinical areas as required.</li> </ul>
Training	<ul style="list-style-type: none"> <li>• To assist the Lead Pharmacist in the preparation and delivery of training for clinical staff (e.g. nurses, junior doctors) working within the Trust.</li> <li>• To participate in ward based training of undergraduate students.</li> <li>• To contribute to the training of rotational pharmacists.</li> <li>• To provide education and training to pharmacy staff on mental health related issues.</li> <li>• To be responsible for own continuing professional development CPD, (and portfolio) in order to continue to update clinical knowledge and skills.</li> <li>• To participate and contribute to the ELFT Pharmacy Continuing Professional Development/Continuing Education Programme.</li> <li>• To be a practice or educational supervisor for trainee pharmacists and post registration pharmacists as appropriate and when required</li> </ul>

#### JOB DESCRIPTION AGREEMENT

This job description is intended as a guide to the main duties of the post and is not intended to be a prescriptive document. Duties and base of work may change to meet the needs of the service or because of the introduction of new technology. This job description may be reviewed from time to time and changed, after consultation with the postholder..





*We care*

*We respect*

*We are inclusive*

<b>Statement on Employment Policies</b>	
In addition to the requirement of all employees to co-operate in the implementation of Employment related policies, your attention is drawn to the following individual employee responsibilities:-	
<b>Health and Safety</b>	Under the Health & Safety at Work Act 1974 it is the responsibility of individual employees at every level to take care of their own health and safety at work and that of others who may be affected by their acts at work, and to co-operate with management in complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards.
<b>Equal Opportunities</b>	<p>ELFT is committed to equality of opportunity for all employees, job applicants and service users. We are committed to ensuring that no one will be discriminated against on the grounds of race, colour, creed, ethnic or national origin, disability, religion, age, sex, sexual orientation or marital status. The Trust commits itself to promote equal opportunities and value diversity and will keep under review its policies, procedures and practices to ensure that all employees, users and providers of its services are treated according to their needs.</p> <p>For management posts, to ensure that within their service area fair employment practice and equality of opportunity are delivered.</p>
<b>Dealing With Harassment/ Bullying In The Workplace</b>	<p>The Trust believes employees have the right to be treated with respect and to work in a harmonious and supportive working environment free from any form of harassment and / or bullying.</p> <p>The Trust has taken positive steps to ensure that bullying and harassment does not occur in the workplace and that procedures exist to resolve complaints as well as to provide support to staff. It is your responsibility as an employee to abide by and support these steps so all employees can work in a harmonious, friendly and supportive working environment free of any harassment or intimidation based on individual differences.</p> <p>Disciplinary action will be taken against any member of staff found to be transgressing the Dignity at Work Policy.</p>
<b>No Smoking</b>	To refrain from smoking in any of the organisations premises not designated as a smoking area. 'East London Foundation Trust is a Smokefree Trust – this means that staff must be smokefree when on duty or otherwise in uniform, wearing a badge or identifiable as ELFT staff or undertaking trust business.'
<b>Alcohol</b>	To recognise that even small amounts of alcohol can impair work performance and affect ones ability to deal with patients and the public in a proper and acceptable manner. Consumption of alcohol during work hours in not permitted.
<b>Confidentiality</b>	<p>As an employee of the Trust the post-holder may have access to confidential information. The postholder must safeguard at all times, the confidentiality of information relating to patients/clients and staff and under no circumstances should they disclose this information to an unauthorised person within or outside the Trust. The post-holder must ensure compliance with the requirements of the Data Protection Act 1998, Caldicott requirements and the Trust's Information and IM&amp;T Security Policy.</p> <p>To safeguard at all times, the confidentiality of information relating to patients/clients and staff.</p>
	To maintain the confidentiality of all personal data processed by the



<b>General Data Protection Regulation (GDPR)</b>	<p>organisation in line with the provisions of the GDPR.</p> <p>As part of your employment with East London Foundation Trust, we will need to maintain your personal information in relation to work on your personal file. You have a right to request access to your personal file via the People &amp; Culture Department.</p>
<b>Safeguarding</b>	<p>All employees must carry out their responsibilities in such a way as to minimise risk of harm to children, young people and adults and to safeguard and promote their welfare in accordance with current legislation, statutory guidance and Trust policies and procedures. Employees should undertake safeguarding training and receive safeguarding supervision appropriate to their role.</p>
<b>Service User and Carer Involvement</b>	<p>ELFT is committed to developing effective user and carer involvement at all stages in the delivery of care. All employees are required to make positive efforts to support and promote successful user and carer participation as part of their day to day work.</p>
<b>Personal Development</b>	<p>Each employee's development will be assessed using the Trust's Personal Development Review (PDR) process. You will have the opportunity to discuss your development needs with your Manager on an annual basis, with regular reviews.</p>
<b>Quality Improvement</b>	<p>The Trust encourages staff at all levels to engage in the Trust's approach to quality through quality improvement projects and quality assurance.</p>
<b>Professional Standards</b>	<p>To maintain standards as set by professional regulatory bodies as appropriate.</p>
<b>Conflict of Interests</b>	<p>You are not precluded from accepting employment outside your position with the Trust. However such other employment must not in any way hinder or conflict with the interests of your work for the Trust and must be with the knowledge of your line manager.</p>
<b>Risk Management</b>	<p>Risk Management involves the culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects. Every employee must co-operate with the Trust to enable all statutory duties to be applied and work to standards set out in the Risk Management Strategy.</p>
<b>Personal and Professional Development/Investors in People</b>	<p>The Trust is accredited as an Investor in People employer and is consequently committed to developing its staff. You will have access to appropriate development opportunities from the Trust's training programme as identified within your knowledge and skills appraisal/personal development plan.</p>
<b>Infection Control</b>	<p>Infection Control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of all Healthcare Associated Infections including MRSA. In particular, all staff have the following key responsibilities: Staff must observe stringent hand hygiene. Alcohol rub should be used on entry to and exit from all clinical areas. Hands should be washed before and after following all patient contact. Alcohol hand rub before and after patient contact may be used instead of hand washing in some clinical situations.</p> <p>Staff members have a duty to attend infection control training provided for them by the Trust as set in the infection control policy. Staff members who develop an infection that may be transmissible to patients have a duty to contact Occupational Health.</p>

## PERSON SPECIFICATION

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<b>BAND:</b>	7
<b>DEPARTMENT:</b>	Pharmacy – Luton
<b>DIRECTORATE:</b>	Corporate – Bedfordshire and Luton Mental health services
<b>REPORTING TO:</b>	Clinical Lead Pharmacist
<b>ACCOUNTABLE TO:</b>	Chief Pharmacist

ATTRIBUTES	CRITERIA	ESSENTIAL/ DESIRABLE	SELECTON METHOD (S/I/T)
<b>Education/ Qualification/ Training</b>	<ul style="list-style-type: none"> <li>Vocational Master's Degree in Pharmacy (or equivalent)</li> <li>+ Pre-registration training</li> <li>+ Post registration training relevant to hospital pharmacy</li> <li>Member of the General Pharmaceutical Council and/or Royal Pharmaceutical Society</li> <li>Psychiatry qualification (or willing to work towards this)</li> <li>Working towards higher Degree/Diploma in Clinical Pharmacy</li> <li>Experience in clinical pharmacy in a mental health setting</li> <li>Experience in clinical pharmacy of working with older people</li> </ul>	<ul style="list-style-type: none"> <li>E</li> <li>E</li> <li>E</li> <li>E</li> <li>E</li> <li>D</li> <li>D</li> <li>D</li> </ul>	<ul style="list-style-type: none"> <li>S/I</li> <li>S/I</li> <li>S/I</li> <li>S/I</li> <li>S/I</li> <li>S/I</li> <li>S/I</li> <li>S/I</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Demonstrate the ability to appropriately recommend, substantiate and communicate medicine related information to mental health patients, carers and clinical staff</li> <li>Previous evaluated experience of mentorship and training skills</li> <li>To have undertaken clinical audit</li> <li>Training and education</li> <li>Previous experience in providing clinical mental health services.</li> <li>Staff management experience</li> <li>Monitoring and advising on drug expenditure</li> </ul>	<ul style="list-style-type: none"> <li>E</li> <li>E</li> <li>E</li> <li>E</li> <li>D</li> <li>D</li> <li>D</li> </ul>	<ul style="list-style-type: none"> <li>S/I</li> <li>S/I</li> <li>S/I</li> <li>S/I</li> <li>S/I</li> <li>S/I</li> <li>S/I</li> </ul>



<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Clinical and critical appraisal skills</li> </ul>	• E	S/I
	<ul style="list-style-type: none"> <li>• The ability to identify and prioritise clinical work load</li> </ul>	• E	S/I
	<ul style="list-style-type: none"> <li>• Communicates with medical, nursing and pharmacy staff in clear precise and appropriate manner.</li> </ul>	• E	S/I
	<ul style="list-style-type: none"> <li>• To have an awareness of national and local priorities</li> </ul>	• E	S/I
	<ul style="list-style-type: none"> <li>• The ability to identify and manage risks</li> </ul>	• E	S/I
	<ul style="list-style-type: none"> <li>• Ability to evaluate own work</li> </ul>	• E	S/I
	<ul style="list-style-type: none"> <li>• Enhances the quality of patient care</li> </ul>	• E	S/I
	<ul style="list-style-type: none"> <li>• Demonstrates awareness of the clinical governance agenda</li> </ul>	• E	S/I
	<ul style="list-style-type: none"> <li>• Teaching and presentation skills</li> </ul>	• E	S/I
	<ul style="list-style-type: none"> <li>• Demonstrates ability to meets set targets</li> </ul>	• E	S/I
	<ul style="list-style-type: none"> <li>• Demonstrate ability to organise self in order to ensure efficient use of time.</li> </ul>	• E	S/I
	<ul style="list-style-type: none"> <li>• Meets expected levels of practice as defined by others</li> </ul>	• E	S/I
	<ul style="list-style-type: none"> <li>• Self-motivated</li> </ul>	• E	S/I
	<ul style="list-style-type: none"> <li>• The ability and willingness to deputise for senior staff while recognising limitations of experience and ability</li> </ul>	• E	S/I
	<ul style="list-style-type: none"> <li>• Takes responsibilities for own actions</li> </ul>	• E	S/I
	<ul style="list-style-type: none"> <li>• Able to influence junior medical staff</li> </ul>	• D	S/I
	<ul style="list-style-type: none"> <li>• Understanding of local trust priorities</li> </ul>	• D	S/I
	<ul style="list-style-type: none"> <li>• Evidence of writing procedures, guidelines or protocols.</li> </ul>	• D	S/I
<b>Other</b>	<ul style="list-style-type: none"> <li>• Works calmly under pressure.</li> </ul>	• E	S/I
	<ul style="list-style-type: none"> <li>• Understands and shows commitment to continuing personal development.</li> </ul>	• E	S/I
	<ul style="list-style-type: none"> <li>• Be able to achieve objectives.</li> </ul>	• E	S/I
	<ul style="list-style-type: none"> <li>• Able to use initiative and show appropriate level of self-reliance.</li> </ul>	• E	S/I
	<ul style="list-style-type: none"> <li>• Friendly personality; helpful to other staff and patients.</li> </ul>	• E	S/I
	<ul style="list-style-type: none"> <li>• Adaptable</li> </ul>	• E	S/I
	<ul style="list-style-type: none"> <li>• Own car and full driver's license.</li> </ul>	• E	S/I
	<ul style="list-style-type: none"> <li>• Demonstrates ability to meets set targets</li> </ul>	• E	S/I
	<ul style="list-style-type: none"> <li>• Demonstrate ability to organise self in order</li> </ul>		S/I

	<p>to ensure efficient use of time.</p> <ul style="list-style-type: none"> <li>• Self-motivated</li> <li>• The ability and willingness to deputise for senior staff while recognising limitations of experience and ability</li> <li>• Takes responsibilities for own actions</li> <li>• Sickness (or attendance) record that is acceptable to the Trust: to be checked at interview. Declared medically fit by the Occupational Health Department to perform the duties of the post</li> </ul>	<ul style="list-style-type: none"> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> </ul>	<p>S/I</p> <p>S/I</p> <p>S/I</p> <p>S/I</p> <p>S/I</p>
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S: Shortlisting I: Interview T: Test