

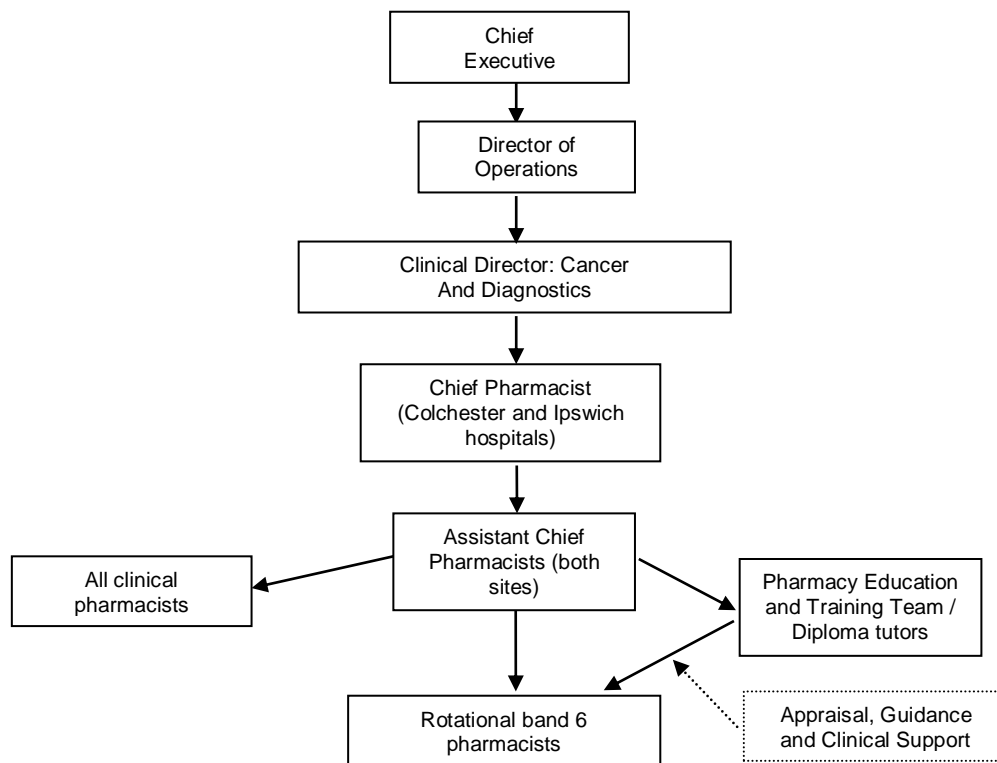
## Job Description

<b>Job Title:</b> Rotational Pharmacist	<b>Band:</b> 6 (with EDC)
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<b>Accountable to:</b> Chief Pharmacist
<b>Responsible to:</b> Assistant Chief Pharmacists/Senior Clinical Pharmacist
<b>Key Working Relationships:</b> <ul style="list-style-type: none"> <li>• Consultant colleagues and all members of their clinical teams</li> <li>• Ward managers and all members of their clinical teams</li> <li>• Clinical nurse specialists / Practice Development Nurses</li> <li>• Allied health professionals</li> <li>• Pharmacy colleagues (both clinical and non-clinical)</li> <li>• Patients</li> <li>• Carers and/or relatives</li> <li>• General Practitioners</li> <li>• Community pharmacy colleagues</li> <li>• Other primary care health professionals</li> </ul>

<b>Job Summary:</b> <p>The post holder will be responsible for assisting the department in providing a comprehensive clinical pharmacy service at ward and department level within East Suffolk and North Essex NHS Foundation Trust and partners. He/she will work closely with senior colleagues and ward-based technicians to ensure the provision of an integrated and efficient service; this activity will include some commitment at community hospitals and other outlying units as the service requires.</p> <p>The post-holder will be based within the pharmacy department at either Colchester or Ipswich Hospital, spending a significant proportion of their time working clinically at ward level and within the dispensary environment. The rotational pharmacy team will progress through the departmental Joint Structured Education and Training Programme for Pharmacists and this will offer the opportunity of cross-site experience and learning.</p> <p>It is expected that the post holder will undertake the postgraduate education offered by the department e.g. Newly Qualified Pharmacist Diploma Programme.</p>
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**Organisational Position:**



**Key Responsibilities:**

- Be responsible and accountable for the "pharmaceutical care" of patients within particular wards and clinical areas during periods of duty in those areas and patients under the care of specific consultants.
- Guarantee the financial control of medicines by ensuring that all medicines are prescribed within the realms of the Trust formulary, agreed local guidance via the Medicines Governance Group and national processes (NICE, nationally commissioned medicines, etc).
- Minimising medicines-associated risk and ensuring medication safety in accordance with local and national guidance.

**Main Duties and Responsibilities**

**Clinical Pharmacy Activity:**

- To provide a patient centred approach to medicines management by undertaking daily clinical ward visits to specialist areas. These clinical areas will be varied and will depend upon the needs of the Trust, but will include the Emergency Assessment Unit, as well as "routine" medical, surgical, orthopaedic, oncology and Care of the Elderly commitments.

Clinical activity will involve the following:

**Medicines Reconciliation**

- Undertaking the Medicines Reconciliation process for admitted patients in line with national, Trust and departmental guidance.
- Ensuring, with clinical pharmacy colleagues, that pharmacy-led, level-2 Medicines Reconciliation activity is prioritised as a key clinical pharmacy activity.
- Proactively mentor junior doctor colleagues and new members of the medical staff in relation to the Medicines Reconciliation process.

**Electronic Discharge Process**

- Ensuring, with clinical pharmacy colleagues, that patient electronic discharge letters are routinely screened and checked for accuracy in accordance with agreed Trust and departmental procedures.
- Prioritising the discharges of those patients taking "high-risk" medicines to ensure the accurate transfer of information regarding these clinically important therapies.
- Proactively mentor junior doctor colleagues and new members of the medical staff in relation to the use of the electronic discharge system.

- Being an active member of the multidisciplinary team in ensuring that all Trust and departmental targets are achieved with regard to pharmacy involvement in the Electronic Discharge Process.

#### **Self Administration of Medicines (SAM) Scheme**

In conjunction with the departmental SAM lead and senior pharmacy colleagues, the post holder will:

- Proactively encourage the utilisation of the Trust SAM procedures across the organisation.
- Assist nursing colleagues in identifying those patients suitable to self-administer their own medicines.

#### **Medication Safety Activity**

Under the guidance of the Medication Safety pharmacist and senior pharmacy colleagues, the post holder will:

- Ensure that the local and national Medication Safety agenda is taken forward effectively throughout the Trust. This will include the completion of Medication Incidents via the electronic Datix Reporting System.
- Contribute to the Medication Safety audit process, as required by both local and national processes.
- In addition to the specific clinical pharmacy activities discussed previously in this document, provide a high quality clinical pharmacy service to all clinical areas by:
  - Reviewing prescriptions for accuracy and legality and identifying actual or potential problems to ensure optimal choice and safe and effective use of all medicines.
  - Planning, managing, monitoring and reviewing therapeutic regimes and amending prescriptions, and updating medication, as appropriate, to meet the pharmaceutical care needs of individual patients.
  - Identifying high risk medicines and ensuring appropriate therapeutic drug monitoring whenever necessary.
  - Ensuring the effective and timely supply of medicines suitable for use for inpatients and for discharge if appropriate.
  - Supporting the effective outcomes of treatments with medicines.
  - Documenting pharmaceutical care issues and action plans within the medical notes as appropriate.
  - Supporting the planning of patient discharge with respect to medication, including the transcription of requests for dispensing.
  - Taking steps to ensure that patients and relatives understand the purpose of their medicines and deal with any practical issues that may prevent the optimal use of their medicines.
  - Documenting pharmaceutical interventions within the patient record, which underpins the risk management process to improve patient safety.
  - Liaising with GPs and community pharmacists and other hospitals where appropriate to maintain continuity of pharmaceutical care across the secondary/primary care interface.
  - Demonstrating professional accountability to patients.
- Lead by example and demonstrate the ability to provide high-quality, safe, clinically effective and cost-efficient use of medicines.
- Communicate with medical staff the reasons underpinning the medication choice and persuade medical staff to accept the medicine recommended. In circumstances where there is a conflict of opinion, the pharmacist is responsible for ensuring that the consultant responsible for the care of the patient is aware of the evidence underpinning the recommended treatment choice, and is in a position to make an informed judgement about the most appropriate treatment.
- Communicate effectively with all health professionals using verbal, written and electronic methods as appropriate.
- Attend multidisciplinary meetings relevant to an agreed clinical practice as appropriate.
- Encourage formulary compliance where appropriate, whilst having the freedom to authorise non-formulary use in the interest of individual patients.
- Provide guidance on the legal and ethical aspects of medicines use at an operational level.
- Report all observed adverse drug reactions to the Medicines and Healthcare Regulatory Agency (MHRA) / Commission on Human Medicines (CHM) using the national yellow card system.
- Contribute to the delivery of the clinical pharmacokinetics service and order appropriate drug levels for individual patients.
- Facilitate the implementation of local and national guidance, including National Institute of Clinical Excellence guidelines and those of relevant National Service Frameworks. Reconcile national priorities with local agendas.

- Develop clinical guidelines, including the review and authorisation of guidelines written by others that include medication.

#### **Dispensary tasks:**

- Responsible for ensuring that the prescriptions requiring dispensing are safe, legal, accurate, clinically appropriate and represent optimal treatment for the individual patient, within the bounds of the information available. This will include communicating advice and guidance to all members of the multi-disciplinary team.
- Be part of the “Responsible Pharmacist” roster while working within the dispensary environment.
- Receiving in-patient, out-patient and discharge prescriptions from a whole range of service users and prioritising them accordingly.
- Responsible for the final checking of all forms of prepared medicines (for individual patients, clinical trials, unlicensed medicines and unit stock lists dispensed items, including chemotherapy and clinical trials).
- Responsible for ensuring that the dispensing process functions efficiently during periods of duty in the dispensary
- Dispensing medicines as appropriate.
- Ensuring that the declaration of payment/exemption on outpatient prescriptions has been correctly filled in and clearly endorsed with grounds for exemption if a fee is not paid.
- Providing appropriate medication counselling to all service users, ensuring understanding and concordance, by modifying communication in response to the level of understanding.
- Supervision, mentoring and supporting of pre-registration pharmacists, technicians and assistants in the dispensary environment.
- As required, be responsible for the ordering of specialist medicines.
- Ensuring that Controlled Drugs are received, stored and supplied in accordance with relevant legislation and Trust policy.
- In appropriate circumstances, authorising and supervising the sale of over-the-counter products.
- Operating the cash till and debit/credit card machine to take payment for prescriptions.

#### **Medicines Information Activity**

To contribute to the smooth running of the Medicines Information (MI) service by:

- Undertaking appropriate Medicines Information training under the guidance of the MI Manager; this will include working through the MiCAL training programme and the accredited MI workbook.
- Receiving, prioritising and appraising MI enquiries.
- Retrieving and interpreting information from the whole range of MI-approved resources (this includes critically appraising information researched from specialist online databases).
- Formally answering and communicating MI responses.
- Liaising with specialist, expert staff when required to do so in order to ensure optimum patient care.
- Ensuring that appropriate MI records are kept using the MI Databank database.
- Proactively promoting the reporting of Adverse Drug Reactions to the Commission on Human Medicines via the “Yellow Card” scheme.
- Acting in accordance with UKMi standards of practice.

#### **Discharge Planning**

Under the guidance of the senior Clinical Pharmacy colleagues, to enhance the quality of discharge planning provided by the pharmacy department by:

- Providing support for the planning and provision of medicine management services to facilitate safe discharge of patients back into primary care.
- When appropriate, carrying out pharmaceutical care assessments on patients identified by the multidisciplinary team; this will include counselling patients and/or their carers on medication during their stay and at discharge; and formally assessing patients on the suitability of compliance aids.
- Supporting the pharmacy discharge planning team in providing a clinical pharmacy service to community hospitals.
- Developing links between primary and secondary care under the guidance of the discharge planning team.

**Clacton Pharmacy (Anglian Community Enterprise) – Colchester site only**

To provide a comprehensive pharmaceutical service to all patients (both in-patient and out-patient) within Clacton hospital by:

- Providing a robust dispensary service in accordance with the previously documented “dispensary services” requirements.
- Undertaking clinical ward activity on the Care of the Elderly wards in accordance with the previously documented “clinical pharmacy” requirements.
- Ensuring safe practice of medicines administration within the Jubilee Clinic (day unit) by providing advice and pro-active input into the running of this busy department.

**Community Hospitals, Intermediate Care Unit and St Elizabeth Hospice - Ipswich site only**

To assist the Senior Pharmacist for community services in providing a comprehensive pharmaceutical service to all in-patients located at Felixstowe Hospital, Aldeburgh Hospital, Bluebird Lodge (intermediate care beds) and St Elizabeth Hospice by:

- Undertaking clinical ward activity and supporting safe practice for medicines administration at ward level.
- Ensuring the facilitation of medicines for discharge is undertaken in a timely manner.

**Technical Services / Pharmacy Manufacturing Unit**

To contribute to the pharmacy workload of the Pharmacy Manufacturing Unit by undertaking appropriate training in Aseptics, Production and Quality Assurance under the guidance of the Quality Assurance (QA) Pharmacist and senior colleagues. To gain a knowledge and understanding of Good Manufacturing Practice and the QA involved in preparation activities, so that there is a general understanding of the release procedure. These duties will be achieved by:

- Clinically checking prescriptions for manufactured items and final checking items dispensed in aseptics. Accreditation needs to be achieved for chemotherapy doses, parenteral nutrition products and dispensed clinical trial items.
- Checking for accuracy and quality of extemporaneously prepared products in aseptics and nonsterile products. These products are “specials”, formulated for individual patient needs.
- Gaining an understanding of the risk and management needed for ‘special’ products and liaising with QA and Procurement staff in managing their procurement and supply.
- Undertaking projects to improve the quality-of-service provision or reduce risk. Preparing written reports as necessary.
- Communicating with clinical and dispensary staff to ensure the timely supply of all medicines a patient may need.

**Leadership / Management Responsibilities:**

Under the guidance of the Assistant Chief Pharmacist, the post holder will:

- Take responsibility for specific aspects of Medicines Information and Discharge Planning activity during their work within these relevant specialities.
- Proactively support the Medication Safety pharmacist in ensuring that all relevant issues are highlighted to all appropriate Trust staff.
- Support the Education and Training agenda of the pharmacy department by delivering required activity to all members of the Trust’s multidisciplinary team.
- Continuously provide support and guidance to all pharmacy staff.
- Proactively input into the training of pre-registration pharmacists as required to do so by the Pre-registration Manager.

**Education and Training tasks:**

Under the guidance of the Assistant Chief Pharmacist and the Education and Training pharmacist, the post holder will:

- Contribute to the holistic pharmacy teaching agenda. This will include both internal pharmacy activity and teaching to the multidisciplinary team.
- Contribute to the Medication Safety education and training agenda, under the guidance of the Medication Safety pharmacist.
- Provide teaching and training to other clinical staff and patient groups within the Trust

### **General**

- To work with external bodies as and when appropriate to represent the pharmacy service and to promote the profile of services within East Suffolk and North Essex NHS Foundation Trust.
- To act as an independent practitioner. To prioritise own workload effectively and in a manner that maintains quality. Delegate when appropriate.
- To know limits of own knowledge and authority and refer to senior staff appropriately.
- At all times present a positive and professional image of the pharmacy department to all service users.
- To act as a role model/ mentor within the department
- To aid in the recruitment of staff and participate in interviewing potential candidates as deemed necessary
- To deputise for more senior colleagues in their absence and make decisions necessary for the provision of high quality pharmaceutical service.
- To participate in audits of service provision and present the results in a suitable format. To assess audit results and identify necessary action points for service improvement, in liaison with the Assistant Chief Pharmacist.
- To maintain patient/practitioner/colleague confidentiality at all times.
- To respond to emotional situations in a professional and calm manner ensuring that patient needs are met at all times.
- To ensure all work completed complies with departmental Standards of Practice, risk management and health and safety policies and protocols.
- Non-discriminatory behaviour and a courteous, sympathetic approach to all co-workers and the public are expected at all times.
- To treat everyone with respect and dignity and recognise that people are different and have differing perspectives.
- Recognise and challenge ones own behaviour and behaviour of others, when it has the effect of undermining equality and diversity.
- Report behaviour that undermines equality and diversity.
- To act in a way that acknowledges people's beliefs, preferences and choices. Take into account the effect of your behaviour on others.

### **Professional tasks:**

- To observe at all times the recommendations contained in the Code of Ethics as issued by the General Pharmaceutical Council.
- Satisfy the governing body's requirements for Continuing Professional Development by ensuring own personal and professional education needs are met and documented accordingly.
- Act as a role model to other members of Trust staff at all times.
- Act in a safe and professional manner at all times.
- Demonstrate appropriate behaviour in stressful and difficult situations.

### **Departmental Responsibilities**

- To comply at all times with the departmental dress code and appropriate use of personal protective equipment (PPE) when undertaking all tasks
- To ensure that Trust Health and Safety policy and COSHH procedures are read annually.
- To be aware of the location of fire, security and first aid equipment. Be familiar with emergency procedures and in the event of an emergency, summon assistance if necessary.
- To report all accidents/incidents to senior staff and ensure that an incident form is completed.
- To ensure that environmental monitoring is carried out in accordance with procedures and investigate abnormal results in liaison with senior staff.

### **Personal**

- To attend Trust mandatory courses and any other courses identified at performance review. This will include Trust Induction, Risk Management Updates, Information Governance and Conflict Resolution Training.
- To participate in regular review meetings with Senior Colleagues. To discuss current practice and assess objectives set at previous meetings and at appraisal.
- To seek feedback from colleagues and line managers to enable continuing personal development.



- To commit to continuous professional development (CPD) and training, reflecting the needs of the individual, the post and the department as identified through performance appraisal.
- To identify own progress, areas for future development and recognise positive learning experiences, in preparation for appraisal.
- To have yearly performance appraisals that will be reviewed against the KSF outlines for the post. Interim appraisals may take place if felt necessary. Portfolios of evidence will need to be presented during the appraisal process.
- To produce a personal develop plan from the identified learning needs and ensure that training records are up to date. Take responsibility for own personal development.
- To evaluate learning opportunities and in written format, feedback benefits and problems to pharmacy staff.

**Other tasks:**

- To assist in the maintenance of other pharmacy services as required and to participate in Saturday, Sunday, Bank Holiday and On-Call working in accordance with agreed rotas.
- To undertake any further duties as agreed with the Assistant Chief Pharmacist.

**General**

- To be responsible for complying with Trust and local Safeguarding policies and procedures.
- To be responsible for the quality of data recorded. The data should be accurate, legible (if hand written), recorded in a timely manner, kept up to date and appropriately filed.
- All employees must comply with the East Suffolk and North Essex NHS Foundation Trust's Equality and Diversity Policy and must not discriminate on the grounds of sex, colour, race, ethnic or national origins, marital status, age, gender reassignment, disability, sexual orientation or religious belief.
- Employees have a responsibility to themselves and others in relation to managing risk and health and safety, and will be required to work within the policies and procedures laid down by East Suffolk and North Essex NHS Foundation Trust. The Trust seeks to establish a safe and healthy working environment for its employees and operates a non-smoking policy.
- All employees have the right to work in an environment which is safe and to be protected from all forms of abuse, violence, harassment and undue stress. All employees are responsible for helping to ensure that individuals do not suffer harassment or bullying in any form. All employees will be personally accountable for their actions and behaviour in cases of complaint of harassment or bullying.
- All staff have a responsibility to contribute to a reduction in the Trust's carbon footprint and should pro-actively reduce and encourage others through own actions to reduce their contribution to carbon emissions. This includes switching off electrical appliances that are not in use, turning down heating, closing windows, switching off lights and reporting carbon waste etc.

Note: This job description is issued as a guide to your main duties and responsibilities. It may be varied from time to time to meet new working requirements

Prepared By:	Paul Mills/Chris Galloway. Assistant Chief Pharmacists	Date:	08.04.2021
	Checked by: Laura Pearce. Pharmacy Operations Manager		

## Person Specification

**Job Title: Rotational Pharmacist**

**Grade: Band 6 (+ EDC)**

Criteria	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>Previous pharmacy experience</li> </ul>	<ul style="list-style-type: none"> <li>Previous hospital pharmacy experience including vacation work</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>GPhC Registered</li> <li>Master's degree plus Pre-registration training (or equivalent)</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Basic clinical knowledge</li> </ul>	<ul style="list-style-type: none"> <li>Computer Literacy</li> <li>Medicines Management initiatives</li> </ul>
<b>Personal Skills</b>	<ul style="list-style-type: none"> <li>Commitment to further training and self-development</li> <li>Demonstrated ability to communicate information effectively using clear written and spoken English.</li> <li>Good organisational skills</li> <li>Proven ability to effectively undertake education and training activities.</li> <li>Good time management</li> <li>Ability to work within the Multidisciplinary team.</li> <li>Self motivated</li> <li>Responsive to change</li> <li>Ability to meet the standards of the Trust code of conduct at all times.</li> <li>Understanding of hygiene standards in the preparation of medicines</li> <li>Appreciation of confidentiality issues</li> <li>Ability to meet objectives and targets.</li> <li>Demonstrated ability to concentrate for prolonged periods of time.</li> <li>Accurate working</li> <li>Flexible and adaptable</li> </ul>	<ul style="list-style-type: none"> <li>Expertise of handling materials which are hazardous</li> </ul>



	<ul style="list-style-type: none"><li>• Physically fit</li><li>• Ability to travel between sites.</li><li>• Good attendance record.</li></ul>	
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