

JOB DESCRIPTION

1. JOB DETAILS

Job Title:	Rotational Specialist Clinical Pharmacist
Band:	Band 7
Base	Pharmacy Department, Royal Surrey County Hospital
Department / Portfolio	<i>Diagnostics & Clinical Support</i>
Reports to:	<i>Allocated Line Manager and Deputy Chief Pharmacist</i>
Accountable for	<i>Supervising pharmacists and Medicines Management technicians rotating into area. Line management of allocated rotational pharmacist.</i>

2. JOB PURPOSE

- To provide a high quality clinical pharmacy service to the area that you have been assigned, with the opportunity to specialise and develop the service to the specialty.
- To support the Lead Pharmacist for the area in the provision of a specialist pharmacy service, including service development projects
- To work as a member of the Pharmacy Department to ensure safe, effective, economical and timely pharmaceutical care for all patients receiving a pharmaceutical service from the department.
- To provide expert advice and specialised medicines information to patients, clinicians and other staff ensuring compliance with medicines legislation and local policies.
- Line manage an allocated pharmacist (band 6) and provide support and supervision to less experienced pharmacists on rotation

2.1 JOB SUMMARY

- Undertake six month rotations through a variety of clinical specialties, to develop a rounded experience of hospital pharmacy.
- Work closely with the relevant SBU under the direction of the relevant Lead Pharmacist.
- Provide professional and clinical supervision for the work of rotational band 6 pharmacists, pre-registration pharmacists, pharmacy technicians, pre-registration pharmacy technicians, and pharmacy assistants.
- Propose changes to pharmacy departmental policies, procedures and clinical guidelines and assist in the implementation of these.

3. KEY RESULT AREAS/MAIN DUTIES AND RESPONSIBILITIES:

Service Management and Development

- Develop clinical pharmacy services to the speciality in line with local and national objectives and contribute to pharmacy transformation projects being undertaken by the department.
- Demonstrate a critical approach towards pharmacy practice within the directorate.
- Assist in reviewing and propose changes to, medication-related policies, clinical guidelines and procedures in own clinical area, liaising with nursing and medical staff and the relevant Lead Pharmacist. Assist in implementation and monitor adherence to these policies.
- Identify, report and manage risks in relation to medicines use according to policy/protocol.
- Provide evaluated pharmaceutical and financial information in accordance with the needs of the relevant SBU(s)
- Identify changes in prescribing practices that may impact on the drugs budget, by providing information on drug usage and expenditure to the relevant SBU(s).
- Document the workload and quality of pharmacy services in line with departmental and corporate objectives.
- Deputise for Lead Pharmacists for rotation as required.
- Maintain good communication between staff within the department and between members of the Multi-professional teams and external customers.
- To ensure compliance with appropriate medicines legislation.
- To be professionally, ethically and legally responsible and to be accountable for all aspects of own work.
- Follow and conform to relevant standards of care.
- Follow departmental procedures and ensure all actions are documented where appropriate.
- Comment on Trust, Local and Regional policies.
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Clinical Duties

- Be responsible and accountable for the clinical pharmacy service provided to a sub-speciality.
 - Participate in consultant and registrar led ward rounds
 - Drug history taking and medication reconciliation and review (including review of complex prescribed regimens)
 - Patient counselling and identification of patients who need additional help with their medications. Tailor the advice given to the needs of the individual, who may have learning difficulties, or other communication difficulties.
 - Prioritisation of patients for early discharge and facilitation of discharge process
 - Evaluation of the clinical appropriateness, safety and legality of prescriptions based upon the patients' diseases, co-morbidities, and other medication and treatments taken, contacting the prescriber to make agreed changes as appropriate.
 - Provide medicines information, and act as a resource on pharmaceutical care issues to other healthcare colleagues within specialty.
 - Monitor effectiveness and adverse effects of medicines
 - Demonstrate professional accountability to patients.
- Act as a specialist in own right.
- Make appropriate referrals where necessary; ensure the clear and effective communication of patients' pharmaceutical needs to other pharmacists and health care professionals both within the trust and in other health care environments.
- Demonstrate appropriate clinical reasoning and judgement.



- Demonstrate awareness and commitment to the Trust's Clinical Governance Agenda.
- Support the development of Specialist Role within the directorate.
- To practice as a prescriber in area of own expertise (or work towards becoming one), as appropriate and provide direct high quality of care to outpatients in clinic within specialist area.
- As a pharmacist prescriber to develop a role as a pharmacist prescriber for the management of patients within the specialty areas.
- Undertake assessments/evaluations as required e.g. DTC applications within the allocated speciality.

Staff management

- Responsible on a daily basis for supervising, mentoring and co-ordinating the work of junior pharmacists, pre-registration pharmacists and medicines management technicians (MMTs) relevant to the specialty.
- Delegate duties / responsibilities appropriately to junior staff.
- Evaluate the performance of junior staff against identified criteria using departmental/tools, Foundation Programme documentation and General Level Competency Framework.
- Liaise with the Lead Pharmacist to resolve clinical staffing or development issues and deficiencies.
- Responsible for managing and prioritising own workload.
- Required to work independently without direct supervision from senior colleagues. Reach own decisions about best course of action when working in clinical specialities. Accountable for own professional actions: guided by national protocols, legislation, hospital formularies and departmental policies and procedures.

Staff Development and Training

- To be a role model and mentor to junior Pharmacists and Pre-Registration Pharmacists.
- To be a mentor for pharmacists undertaking the Kent Surrey and Sussex Foundation Programme. This will involve assisting lead pharmacists to provide training on the wards, provide teaching sessions and evaluate practice.
- Directly train new pharmacists and pre-registration pharmacists on all aspects of clinical pharmacy services to own specialty area as directed by lead pharmacists.
- Participate in and supervise new staff in the department's induction program.
- Propose and implement improvements and changes to the Clinical Pharmacy training plans.
- Identify training needs of junior staff in order to undertake their required roles.
- Develop strategies to meet the training needs of staff.
- Evaluate the training provided.
- To provide planned formal and informal teaching for any members of Trust staff as directed by the lead pharmacist or as identified by the post holder. This will include pre-registration pharmacists; pharmacy undergraduates; pharmacy technicians and assistants and student technicians.
- If new to the department the post holder will be required to undertake an in-house induction and training programme to ensure familiarity with the departmental procedures.



- Undergo competency based training and take responsibility for safe and appropriate use of high-risk and specialised medicines including oral chemotherapy.
- Participate in, and maintain own CPD as per departmental policy and by keeping abreast of new trends, current legislation, best practice and developments and incorporate them as necessary into your work.
- To be an active member of the department through attendance and presentation at staff meetings, tutorials, training sessions, external courses, reflective practice, journal club and clinical supervision.
- Attend study days and departmental educational meetings.
- Develop and maintain a strong working knowledge of all work, processes and procedures undertaken within the clinical pharmacy service, dispensary and other areas of pharmacy as appropriate.
- Develop and maintain own knowledge and skills within own specialised area(s).
- To be responsible for the self- development of skills and competencies through participation in learning and development activities, and to maintain up to date technical and professional knowledge relevant to the post.
- The post holder's performance will be formally reviewed, training needs identified and objectives agreed every 12 months as part of the Trust 1:2:1 appraisal which includes review and PDR.

Dispensary

- Supply information and answer queries from patients, ward staff and external customers relating to the supply and delivery of medicines.
- Receive prescriptions and provide advice on the availability of items for dispensing, including advice on methods of payment for prescriptions and dispensary waiting times.
- Accurately check dispensed items against valid prescriptions according to departmental procedures to provide a safe, accurate and timely service. This includes controlled drugs, high risk and specialised medicines such as oral chemotherapy, investigative medicinal products, unlicensed and compassionate use medicines.

Clinical Trials

- Follow clinical trial policies and propose changes to the SOP's in liaison with the Clinical Trials Pharmacist if necessary to ensure safe and accurate dispensing.
- Accurately complete complex clinical trial logs, dispensing records and other documentation associated with clinical trial material.
- Provide advice to patients and staff on safe and accurate administration of clinical trial medication.

Research, Development and Audit

- Integrate research evidence into practice.
- Participate in Research, Quality and Audit projects undertaken by the Pharmacy Department and document all necessary information to continually improve patient care and services.
- Perform audits of drug usage within the SBU(s) as part of the multi-disciplinary audit process, based on national and service priorities e.g. NICE, and locally agreed requirements.
- To record, analyse, advise and act on data statistics, entered either manually or by electronic means.



- Assist in the preparation and implementation of action plans resulting from audits.

Computer Systems

- Use the Pharmacy Computer system (JAC) to accurately produce dispensing labels, to generate requisitions for drugs, to print traces for drug discrepancies as needed.
- Analyse data from the Pharmacy Computer system (JAC) for Medicines use Review reports.
- Be familiar with word processing, spreadsheet, presentation software and emails.
- Competent in the use of the Trust computer systems for obtaining patient details, obs and blood results.
- Use of specialist on line databases to access medical information.

Finance, Resource Management and Security

Finance

- To ensure adherence to the Trust's Medicines Formulary to ensure appropriate medicines are prescribed and promote cost effective use of medicines in the trust to reduce wastage.
- Monitor drug usage and identify new prescribing practices in the clinical specialty area that will impact on the drug budget. Report this to the relevant SBU(s).

Security

- Take responsibility for maintaining the security of the Pharmacy department at all times. This may include opening and locking the department.
- Authorised holder of the controlled drug cupboard keys.
- Responsible for adhering to the pharmacy department and trusts security procedures for maintaining the security of the pharmacy department and the trust's patients, staff and visitors.

Resource Management and Stock Control

- Assist with the ordering of pharmaceuticals by manually requesting out of stock medicines or urgent items as needed.
- Propose changes to pharmacy or ward stock levels of drugs, as necessary. Perform a stock list review for allocated wards within your clinical speciality.

Clinical Governance

- To be responsible for investigating medication incidents in allocated clinical area
- To ensure that all errors, complaints and adverse incidents are promptly reported in accordance with Trust guidelines.
- To practice competently, you must possess the knowledge, skills and abilities required for lawful, safe and effective practice without direct supervision. You must acknowledge the limits of your professional competence and only undertake practice and accept responsibilities for those activities in which you are competent.. The post holder must always work in accordance with the professions Code of Ethics as given by the Royal Pharmaceutical Society of Great Britain

Other Duties

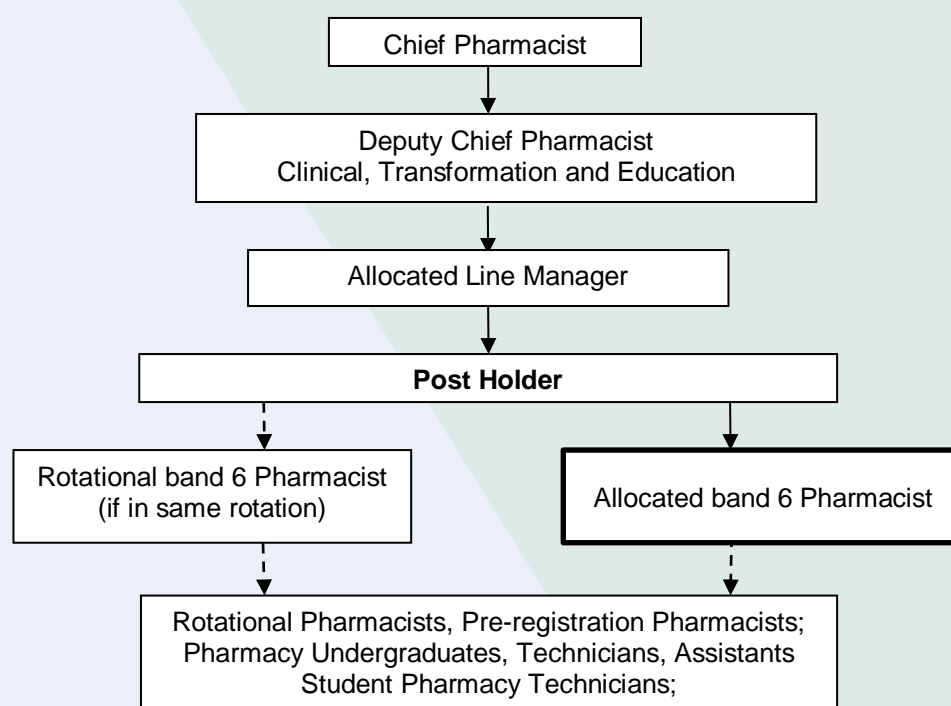


- Participate in the daily activities of the department including late night duty, locking up, Saturday, bank holiday and emergency duty rotas.
- Any other duties as reasonably required by the Chief Pharmacist

4. KEY WORKING RELATIONSHIPS AND COMMUNICATION

Internal to the Trust	External to the Trust
Pharmacy staff Ward Multi-disciplinary teams Working groups	Working across boundaries Working with other external partners e.g. LaSE, professional bodies, Community, GP and CCG Pharmacists, General Practitioners and Practice Nurses, Nursing Home Staff, Hospital pharmacists from outside Trusts Staff from other hospitals

5. DEPARTMENT CHART OR REPORTING STRUCTURE OF THE POST:



6. OTHER RESPONSIBILITIES

Management

- To manage allocated staff according to Trust procedures and policies.
- Assessing staff performance against agreed performance standards/objectives and/or competencies at least annually and develop meaningful and achievable personal development plans and objectives

To be responsible for the self- development of skills and competencies through participation in learning and development activities, and to maintain up to date technical and professional knowledge relevant to the post

Finance

You are required to comply with the Trust Standard of Business Conduct policy and the NHS Codes of Conduct and Standards of Business Conduct for NHS Staff and you are required to declare all situations where you (or a close relative or associate) have a controlling interest in a business (such as a private company, public organisation, other NHS organisation or voluntary organisation) or in any other activity which may compete for an NHS contract to supply goods or service to the Trust.

Confidentiality

- All employees must respect and protect the confidentiality of matters relating to patients or other members of staff and must comply with the requirements of the Data Protection Legislation. This means that the protection of personal data in any form of media (e.g. system, paper, word of mouth by any means that personal information can be processed) is a requirement by law. Any member of staff found to have permitted unauthorised disclosure of personal confidential and sensitive information and is found in breach of their duty of confidentiality could lead to disciplinary proceedings in accordance with the trust's disciplinary policy. No confidential information must be accessed, read, discussed, or disclosed unless it is necessary in the pursuance of the legitimate duties of their role.

Equal Opportunities

- The Royal Surrey is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. A copy of Equality and Diversity Policy and our Single Equality and Diversity Scheme are available from the Human Resource department or on the internet/intranet.
- Staff must ensure that they treat members of staff, patients and visitors with dignity and respect at all times and report any breaches of this to the appropriate manager.

Corporate Governance

- The Trust, as a public organisation, is committed to acting with honesty, with integrity and in an open way. The Trust Board of Directors is responsible for ensuring that Trust services are managed in this way. We are working together to achieve the highest levels of compliance with the risk management standards promoted through the NHS Executive's Controls Assurance programme and the Clinical Negligence Scheme for Trust (CNST). All of us are expected to become familiar with these standards as they relate to our work and further details are available from your manager.
- One of the controls assurance standards relates to Health & Safety. Under the Health & Safety at Work Act 1974, all of us have a duty:



- To take reasonable care of ourselves and others at work; and
- To co-operate in meeting the requirements of the law.

Further details are available from the Trust's Health & Safety Advisors.

Safeguarding

Royal Surrey NHS Foundation Trust has a safeguarding policy for both adults and children and is committed to the protection of children, young people and adults. The Trust acknowledges that, due to the nature of hospitals, many people who would not normally be considered vulnerable can be in a position where they lack capacity or have reduced control. It also recognises that abuse of vulnerable adults/children can occur within domestic, institutional and public settings, and as such we have a responsibility to protect patients and associated dependents within our care. All employees have a responsibility to meet the statutory requirements to safeguard and promote the welfare of both children and adults to ensure that they come to no harm and to raise any concerns regarding safeguarding. All employees would be fully supported in raising any safeguarding concerns. All employees must be aware of Trust policies in relation to safeguarding and must adhere to them at all times.

Our vision, mission and values

The Trust undertook a listening exercise with its staff which has formed our vision, mission and values. We are currently working with staff to define our new behaviours which will become part of everything we do.

Our Mission

Together we deliver compassionate, safe care every day.

Our Vision

To provide nationally celebrated, community focused health and care.

Our values are:

- **Continuously improving**
Continuously improving is not just a value.
It's what unlocks our innovation.
- **Excelling together**
Excelling together is not just a value.
It's what we do every day.
- **Caring together**
Caring together is not just a value.
It's what sets our Royal Surrey family apart.
- **Learning together**
Learning together is not just a value.
It's what keeps our services safe.

7. RIDER CLAUSE



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This is an outline of duties and responsibilities. It is not intended as an exhaustive list and may change from time to time in order to meet the changing needs of the Trust and Division.

Signed (Employee):----- Date:-----

Print name (Employee):-----

Royal Surrey NHS Foundation Trust aims to ensure that no job applicant or employee is unfairly disadvantaged on the grounds of race, colour, nationality, ethnic origin, age, disability, sex, sexual orientation, marital status/civil partnership, religion/belief or trade union status.



PERSON SPECIFICATION

POST: Rotational Specialist Clinical Pharmacist

BAND: 7

*Assessment will take place with reference to the following information

A=Application form

I=Interview

T=Test

C=Certificate

Area	Essential	Desirable	Assessment
Values and Behaviours			
ESSENTIAL CRITERIA FOR ALL POSTS			
Demonstrable commitment to and focus on quality, promotes high standards to consistently improve patient outcomes	√		A/I
Demonstrable skill to work together to serve our community through delivering safe and excellent clinical care	√		A/I
Value diversity and difference, operates with integrity and openness	√		A/I
Treating others with compassion, empathy and respect	√		A/I
Share information openly and effectively with patients, staff and relatives	√		A/I
Works across boundaries, looks for collective success, listens, involves, respects and learns from the contribution of others	√		A/I
Uses evidence to make improvements, increase efficiencies and seeks out innovation	√		A/I
Actively develops themselves and others	√		A/I
Registration			
Membership of the General Pharmaceutical Council (Great Britain) as attained following successful completion of one year pre-registration practical training and registration examination	√		A/I
Qualifications			
Masters degree in pharmacy or equivalent and 1 year pre-registration training	√		A/I
Post-graduate Certificate in Pharmacy Practice or equivalent training/experience	√		A
Higher degree/ Diploma in Clinical Pharmacy or equivalent experience		√	A



Registered supplementary/independent non-medical prescriber		√	A
Knowledge and Experience			
Post-Registration experience as a clinical pharmacy practitioner in the hospital setting covering a broad range of clinical specialities.	√		A
Post registration experience of sufficient quality and quantity to enable demonstration of achievement in all aspects of the General Level Framework	√		A/I
Experience of working effectively within multidisciplinary groups	√		A/I
Implementing research into practice	√		A/I
Supervision of staff	√		A/I
Previous experience of training/teaching multidisciplinary groups		√	A/I
Management e.g. Recruitment, appraisal, training, leadership, motivation, sickness absence		√	A/I
Undertaken management training courses		√	A/I
Professional knowledge acquired through vocational Masters degree in pharmacy (4 years) or equivalent	√		A/I
Good core therapeutic knowledge and clinical skills as assessed through competency framework. Competencies are: Delivery of Patient care; Problem Solving; Personal; Management and organisation.	√		A/I/T
Advanced core therapeutic knowledge and clinical skills as assessed through competency framework in specialist area		√	A/I/T
Maintains a broad level of pharmacy practice	√		A/I
Awareness of evidence research in everyday practice	√		I
Integrates research evidence into practice		√	A/I
Changes occurring in the NHS	√		I
Skills and Capabilities			
Evidence of good communication skills/Diplomacy (verbal and written) with healthcare professionals and patients. To convey complex and potentially sensitive information	√		A/I/T
Able to demonstrate a high level of competency in all areas outlined in the job description and the skills to deliver them	√		A/I/T
Good clinical reasoning and judgement	√		A/I
Advanced clinical reasoning and judgement		√	A/I
Skills for analysing drug charts and complex patient and medicine information in order to provide advice on medicines	√		A/I

Evidence of successful relationships with colleagues and pharmacy personnel	√		A/I
IT literacy including Microsoft Office programs, pharmacy and EPR system, Trust intranet. (Essential with training)	√		A/T
Meet set targets	√		A/I
Identifies appropriate measures of service		√	A/I
Meet expected levels of practice as defined by others	√		A/I
Identifies best practice		√	A/I
Innovation		√	A/I
Service Audit and implementing recommendations	√		A/I
Ability to influence Junior medical staff	√		A/I
Ability to influence senior pharmacy and medical staff, the multidisciplinary team and management		√	A/I
Methodical and able to prioritise clinical workload and work accurately and attention to detail under pressure.	√		A/I
Identify and prioritise clinical pharmacy services		√	A/I
Capable of working alone without direct supervision from line manager.	√		A/I
Able to delegate authority appropriately		√	A/I
Ability to identify and meet own training needs	√		A/I
Ensures others training needs are identified and met		√	A/I
Previous experience of problem solving and risk assessment	√		A/I
Evaluates quality of own work	√		A/I
Evaluates the team's work		√	A/I
Works effectively in a team	√		A/I
Accuracy of dispensing, transcription and endorsement	√		A/I
Good time management skills	√		A/I
Presentation skills	√		A/T
PERSONAL ATTRIBUTIONS			
Enthusiasm for the position and a mature and positive attitude to out of hours commitment	√		A/I
Self starter	√		A/I
Friendly, empathetic and reliable team worker able to relate to all grades of staff	√		A/I
Evidence of continual personal development	√		A/I/T
Good time keeping and attendance record demonstrated in a previous role	√		A
Commitment to undertake postgraduate education qualification	√		A/I
Professional appearance	√		I
Occupational health cleared for the specific role	√		



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