

**Happy,  
Healthy  
& Heard**



## **Candidate Information Pack**

**Principal Pharmacist  
Diabetes and Endocrinology**



Dear Colleague,

Thank you for your interest in joining our Trust.

“ Thank you for your interest in this role with us ”

Dartford and Gravesham NHS Trust (DGT) is a dynamic and transforming Trust, committed to delivering the highest quality service to the communities it serves. DGT is an organisation that is genuinely committed to making you feel valued and important by supporting your physical and mental wellbeing, your career development and your general enjoyment of work.



We provide services across Darent Valley Hospital in Dartford, Queen Mary's Hospital, Sidcup, Erith and District Hospital, Bexley and Gravesham Community Hospital in Gravesend as well as a number of community locations across our population.

At DGT, we put quality at the heart of everything we do and whether directly or indirectly, everyone in this organisation contributes to providing safe, effective and compassionate care.

We are delighted that you are considering to come here and I very much look forward to meeting you personally.

Warm wishes.

**Jonathan Wade, Chief Executive**

## Our Trust Vision and Strategy

**Providing outstanding care which is skilled, trusted and kind every time**



Journey  
to  
Outstanding

We will ensure patients receive outstanding clinical care, are safe, kept free from harm and are treated with thoughtfulness skill and respect



Working  
Together

We will collaborate with our partners and communities to make sure the way care is delivered feels joined up and meets the needs of our citizens



Working Smartly  
Within Our Means

We will make sure that we do the best for our patients by achieving all of our targets and making the best use of the funding we receive



Continuous Quality  
Improvement

We will develop a learning and improving culture, using continuous improvement to discover, create and innovate



Joy at Work

We will support our staff to be happy, healthy and heard with a sense of belonging and fulfillment



Digital First

We will drive safe, connected and efficient digital innovation to improve care for patients

## Our values



Care with  
compassion



Striving  
to excel



Respect  
& dignity



Professional  
standards



Working  
together

## Job Description

### Principal Pharmacist Diabetes and Endocrinology

#### Job Details

<b>Grade/Band:</b>	Band 8a with/without Out of Hours (OOH) commitment
<b>Location:</b>	Dartford & Gravesham NHS Trust
<b>Speciality/Department</b>	Pharmacy
<b>Reports to:</b>	Lead Clinical Pharmacist
<b>Managerially Accountable to:</b>	Lead Clinical Pharmacist
<b>Professionally Accountable to:</b>	Chief Pharmacist
<b>Line Manager of:</b>	Senior Clinical Rotational Pharmacist and Foundation Pharmacist

#### Job Summary

Responsibility for leadership and development of clinical pharmacy service to endocrine and medical directorates including outpatient clinics.

To be responsible as the expert in diabetes medication and pharmacy liaison with the multidisciplinary diabetes department within the Trust and wider health economy.

To be the pharmacy liaison with the lipidology specialist service within the Trust.

To utilise the independent prescribing qualification to develop safe and effective medicines optimisation in the diabetes inpatient and outpatient setting and lipidology services.

To work within the multidisciplinary team to drive the national diabetes agenda incorporating education and training in the hospital and primary care.

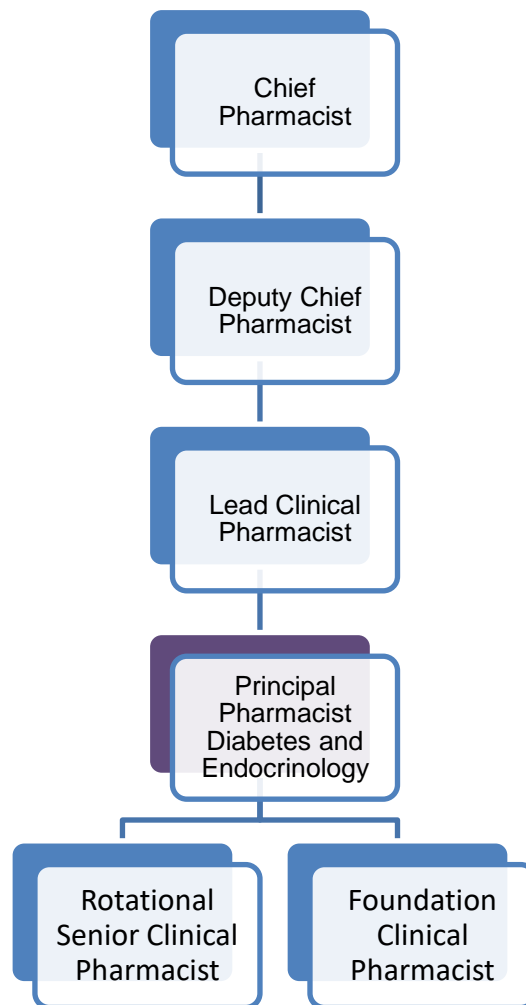
To lead pharmacy response to medication safety incidents involving insulin improving patient safety.

#### Values and Behaviours

- The Trust is committed to providing high quality services and in 2014 we engaged over 300 staff to help us develop values that underpin how we approach our responsibilities.
- Our Values are critical to our success and we expect all staff to adhere to them:
  - Delivery high quality **CARE WITH COMPASSION** to every patient.
  - Demonstrating **RESPECT AND DIGNITY** for patients, their carers' and our colleagues.
  - **STRIVING TO EXCEL** in everything we do.
  - **WORKING TOGETHER** to achieve the best outcomes for our patients.
  - Sustaining the highest **PROFESSIONAL STANDARDS**, showing honesty, openness and integrity in all our actions.

Our Values are supported by Our Behaviours which we expect every member of staff to exhibit.

## **Structure Chart**



## **Relationships**

### **To communicate effectively with:**

To communicate effectively at all times with both internal and external agencies.

### **Internal Relationships**

Colleagues and Co-Workers  
Senior Managers  
Other Trust departments  
All grades of medical staff  
Nurses and AHPs

### **External Relationships**

Patients & Clients  
Carers  
Families  
Visitors  
Communities and Community Representatives  
Workers from other agencies

The post holder will be required to have highly complex communications that could be of a sensitive nature with patients, doctors and nurses. These conversations could be both 1:1 or in groups.

## **Specific Responsibilities:**

### **Clinical Responsibilities:**

- 1.1 Development and co-ordination of pharmacy services to the diabetes, endocrinology and lipidology specialist areas
- 1.2 Responsibility for the pharmaceutical patient care and assessment of pharmaceutical needs for patients on designated wards and under named consultants, with a particular focus on diabetes.
- 1.3 Monitoring of prescriptions and provision of pharmaceutical care plans ensuring active involvement of patients and carers
- 1.4 Ensuring the continuity of medicines optimisation by co-ordinating drug history, prescription monitoring, clinical monitoring of drugs and discharge planning
- 1.5 To co-ordinate the clinical input of Foundation pharmacists into diabetes and endocrinology medicines prescribing controls
- 1.6 Supports the Antimicrobial Lead Pharmacist by ensuring the safe and appropriate use of antimicrobials in the Trust
- 1.7 Promoting safe and evidence based prescribing with all grades of staff
- 1.8 Provides local advice to medical and nursing staff on safe and cost effective use of medicines
- 1.9 Identifies and manages areas of clinical risk in relation to medication use within the specialist area
- 1.10 To review monthly drug usage and costing data from the consultants within the specialist area
- 1.11 To provide lectures, presentations and tutoring input to and on diabetes and endocrine medicines specialities when required
- 1.12 Responsibility for co-ordinating and reporting on medication safety incident themes and trends within diabetes and endocrinology
- 1.13 Implementation of Trust formulary, local Trust guidelines and National guidelines where appropriate
- 1.14 Once clinical competence proven, provides advanced pharmaceutical care through independent pharmacist prescribing (undertaking the pharmacist independent prescribing course if qualification not already obtained)
- 1.15 To develop and lead a specialist pharmacy outpatient diabetic clinic utilising the independent prescriber qualification, managing a defined patient case load and providing complex information regarding the patients medication which may be sensitive or distressing for the patient
- 1.16 To lead on the Discharge Medicines Service (DMS) within the Trust to support the continuity of care when patients are discharged
- 1.17 To act as the liaison between the endocrinology team and the homecare team in the provision of endocrinology and lipidology homecare prescriptions e.g. growth hormone

- 1.18 To be an expert point of contact within the hospital for primary care for advice and to engage with them when developing outreach diabetes services

**Managerial responsibilities:**

- 2.1 To provide leadership for and participate in daily organisation of services to designated division, managing the activities of Foundation Pharmacists within their rotation
- 2.2 Participate in supervision, mentorship and induction of Trainee Pharmacists and Foundation Pharmacists within directorate
- 2.3 To operationally manage the diabetes outpatient pharmacy service, monitoring and progressing the service
- 2.4 To initiate, lead and organise audits and research relating to specialist area and division to develop the service and improve patient safety
- 2.5 To gather patient feedback in specialist field of diabetes to modify the service delivery
- 2.6 To co-ordinate Trust engagement with community pharmacies and using electronic platforms such as Discharge Medicines Service (DMS)
- 2.7 To represent pharmacy at the Diabetes/Endocrine Clinical Governance meetings and relevant MDMs as an active member of the Diabetes Centre multidisciplinary team.
- 2.8 To initiate, implement, monitor and review local pharmacy procedures/policy and guidelines for diabetes related clinical pharmacy services
- 2.9 To initiate, implement, monitor and review in conjunction with the diabetes team policies within the Trust, affecting multiple disciplines (e.g. pharmacy, nursing, medical etc.)
- 2.10 To lead and keep staff informed of changes in policy, through staff meetings, emails and correspondence
- 2.11 To deliver a high quality service, recognising budgetary constraints and contributing to cost reduction initiatives
- 2.12 Reviews monthly drug expenditure for division and identifies areas for cost effective prescribing within specialist area liaising with named clinical specialty and consultant team
- 2.13 To review monthly expenditure on FP10 prescriptions for DVH and QMH diabetes and endocrine service
- 2.14 To lead on cost reduction initiatives and horizon scan in specialist area based on the monthly expenditure reports to assist and inform prescribing budgets
- 2.15 To manage and co-ordinate requests for high cost drugs from endocrinology ensuring they meet national standards
- 2.16 Undertakes the Trust appraisal process and line manages pharmacists as per departmental structure
- 2.17 Participate in the delivery of Trust/department objectives and business plans
- 2.18 Participates in the weekend, Bank Holiday rotas and where agreed the Out of Hours service.

**Professional responsibilities:**

- 3.1 Provide a pharmaceutical service to the Trust ensuring compliance with the GPhC Standards for Pharmacy Professionals and national/local policies.
- 3.2 Participate in the department's continuing education programme and to actively undertake CPD and other activities required for annual revalidation, and maintain a personal development portfolio
- 3.3 Participate in pharmacy practice research, quality and clinical audit projects undertaken by the pharmacy department.
- 3.4 Participate in initiatives e.g. NHS Improvement, NICE reviews, polypharmacy reviews etc. to develop medicines usage analysis within the Trust and linking with primary care.
- 3.5 Lead and co-ordinate the pharmacy input to medication related issues e.g. insulin safety providing expert opinion and linking with primary care pharmacy colleagues as needed.
- 3.6 Participate in pharmacy contributions and intervention recording on a regular and consistent basis, reporting serious interventions on the Trust DATIX reporting system.
- 3.7 Responsibility for the development, implementation and monitoring of procedures and policies relating to medicines within the diabetes and endocrine service. Acts as the pharmacy lead for all diabetes and lipid related national guidance and frameworks.
- 3.8 Advise on and monitor the security of medications at ward level in line with departmental and Trust procedures, reporting any incidents via the Trust DATIX system.
- 3.9 Ensure that all mandatory training is attended and kept up to date in line with Trust policy.

**Education and development responsibilities:**

- 3.1 To act as an Educational Supervisor for postgraduate foundation pharmacist training or Designated Supervisor for trainee pharmacists, supporting them through their qualification.
- 3.2 Undertakes the pharmacist independent prescribers course if qualification not already achieved
- 3.3 Provides clinical supervision for Foundation Pharmacists and Trainee roles, e.g. accompanied ward visits with Pharmacists.
- 3.4 To establish and deliver a patient-centred medication educational programme for diabetes patients attending the DVH Diabetes centre, with future option of community-based training delivery
- 3.5 To co-develop and deliver a pharmaceutical education & training programme for medical and nursing staff within the Trust, with particular emphasis on diabetes medicines management
- 3.6 To promote and foster a culture of inter-professional learning within the Trust
- 3.7 To collaborate with the diabetes multidisciplinary team to deliver pharmaceutical education and training to primary care including GPs, practice nurses and community pharmacy
- 3.8 Attends and ensures attendance at department training sessions as required for professional and personal service development

- 3.9 Contributes to the education and training of nursing and medical staff in relation to medication use on designated wards
- 3.10 Undertakes pharmacy, national and Trust clinical audits to improve service provision
- 3.11 To continue to develop and promote the DMS service within the pharmacy department

### **General responsibilities:**

#### **Patient Experience**

- Staff should ensure that they always put the patient at the heart of everything they do. All staff will strive to create a positive patient experience at each stage of the patient's/service users care journey

#### **Trust Policies and Procedures**

- To adhere to the Trusts agreed policies and procedures.

#### **Equal Opportunities**

- To promote and develop the equality of opportunity in accordance with the Trust's Equal Opportunities Policy

#### **Confidentiality**

- To protect the confidentiality of information relating to the Trust, Patient and Staff or other agencies

#### **Quality**

- To provide a quality service to internal and external agencies and participate/ develop clinical governance within sphere of responsibility.

#### **Infection Control**

- All Trust employees are required to be familiar with, and comply with, Trust policies and guidelines for infection control and hand hygiene in order to prevent the spread of healthcare-associated infections.
- For clinical staff with direct patient contact, this will include the uniform and dress code policy, the use of personal protective equipment guidance, the guidance on aseptic techniques and the safe handling and disposal of sharps.
- All staff are required to attend mandatory training in Infection Control and be compliant with all measures known to be effective in reducing healthcare-associated infections.

#### **Health and Safety**

- To share responsibility for abiding by health and safety policies and regulations, infection prevention and control policies and act in accordance with the Risk Management Policy.

#### **Sustainability**

- It is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computers, monitors and equipment when not in use, minimising water usage and reporting faults promptly.

#### **Our Behaviours**

- All staff are expected to behave in accordance with 'Our Behaviours'. The six areas of focus are the responsibility of each individual and should be the basis for all work undertaken within the Trust.

### Safeguarding

- The Trust expects all employees to adhere to the principle that safeguarding children and adults is everybody's responsibility, including the escalation of any concerns.

### Environment

Category	Description/Definition	Frequency/ Measures
<b>Working Conditions</b>	Occasional unpleasant working conditions e.g. cytotoxic drugs. Ward, office and dispensary based with occasional travel to events or meetings	Occasional
<b>Physical Effort</b>	Combination of sitting, standing, walking/ occasional moderate physical effort Walking between locations; occasional restricted position / lifts: moves pharmacy boxes, fluids, enteral nutrition, supplies	Occasional

### Person Specification

#### POST:- Principal Pharmacist Diabetes and Endocrinology

Criteria Group	Essential	Desirable
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>GPhC registration as a pharmacist</li> <li>Post graduate Diploma in Clinical Pharmacy or equivalent</li> <li>Independent prescriber (or working towards)</li> <li>Evidence of CPD</li> </ul>	<p>Member of Royal Pharmaceutical Society</p> <p>Management and leadership qualification</p> <p>MSc or equivalent postgraduate qualification in Clinical Pharmacy or other appropriate discipline</p> <p>Practice Supervisor Accreditation or equivalent teaching accreditation</p>
<b>Knowledge and Skills</b>	<p>Broad pharmaceutical knowledge relating to general medicine and core medical specialities</p> <p>Demonstrates knowledge of national and local guidelines relating to specialism that need to be adhered to</p>	<p>JAC computer skills</p> <p>Incident investigation/ root cause analysis</p> <p>Risk management</p> <p>Experience and knowledge of diabetes medication use</p>

	<p>Advanced computer literacy including Word, Excel and PowerPoint</p> <p>Budgetary control skills</p> <p>Awareness of current practice and policy affecting pharmacy practice in the NHS &amp; understanding the NHS structure</p>	
<b>Experience</b>	<p>Experience working as a band 7 Pharmacist</p> <p>Experience of writing protocols and standards</p> <p>Experience of working in a multi-disciplinary clinical pharmacy setting</p>	<p>Hospital Pharmacy Experience</p> <p>Clinical Pharmacy teaching skills</p> <p>Demonstrable use of audit/research to improve practice</p>
<b>Personal Attributes</b>	<p>Good interpersonal, including influencing skills</p> <p>Good organisational skills</p> <p>Self-motivated and ability to motivate others</p> <p>Ability to work well on own initiative</p> <p>Committed to high standard of patient care</p> <p>Enthusiastic</p> <p>Able to cope with emotive patient issues</p> <p>Willingness to seek and find new solution to problems</p> <p>Good communication skills</p> <p>Effective team player</p> <p>Ability to plan and prioritise work effectively to meet deadlines</p> <p>Able to make decisions</p> <p>Can concentrate for frequent intense periods</p> <p>Commitment to CPD</p>	<p>Ability to cope with the pressures of a busy hospital pharmacy service</p>

**Terms and Conditions of Service**

<b>Band</b>	8a
<b>Salary Scale</b>	As per Agenda for Change.
<b>Hours of work</b>	37.5 hours per week (Participates in the late night, weekend, Bank Holiday service and + / - Out of Hours rota)
<b>Annual Leave Entitlement</b>	Annual leave entitlements are based upon the following lengths of NHS service (pro rata if applicable):  On Appointment = 27 days After five years = 29 days After ten years = 33 days
<b>Contractual Notice</b>	As per Agenda for Change.
<b>Registration</b>	GPhC registration as a Pharmacist
<b>Medical</b>	Occupational Health clearance required prior to appointment
<b>DBS Check</b>	Required

Please note that these terms and conditions are subject to change and may differ from your proposed contract should you be successful in your application.

Job description contents discussed and agreed on.....

Post Holder Name.....Signature.....

Line Manager Name.....Signature.....