

JOB DESCRIPTION

DIVISION OF DIAGNOSTIC AND TREATMENT SERVICES

DIRECTORATE OF PHARMACY

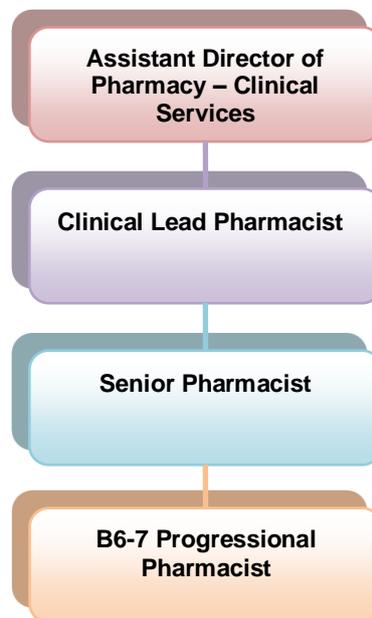
JOB TITLE: Band 6 to 7 Progressional Pharmacist - Rotational

BASE: Royal Blackburn Hospital

REPORTS TO: Clinical Services Lead Pharmacist

RESPONSIBLE TO: Clinical Director of Pharmacy

Organisation Chart:



Job Summary

During the completion of the progressional competency framework (band 6 pharmacist role), the post holder will:

- ❖ provide high quality pharmaceutical care to patients and their carers.
- ❖ ensure seamless transfer of care through safe and effective discharge prescription verification.
- ❖ Work as part of the wider pharmacy team to facilitate timely supply of medicines to patients
- ❖ Participate in multi-professional meetings as appropriate
- ❖ Participate in our late night team roster
- ❖ Participate in weekly protected teaching time to enable personal development
- ❖ Contribute to the dispensary responsible pharmacist (RP) roster

- ❖ Provide final accuracy release of chemotherapy, following accredited training
- ❖ Provide clinical verification and final accuracy release of aseptically prepared products following accredited training

Following the completion of the progressional competency framework (band 7 pharmacist role)

- ❖ deputise for the Lead Pharmacist - Team Leader as delegated and as designated in their absence
- ❖ act as a role model in the field of clinical pharmacy and provide a consistently high level of pharmaceutical service in line with corporate objectives and government initiatives
- ❖ support the development of the governance and medicines risk management agenda
- ❖ support the development of agreed policies and procedures for safe medicines use, both within the department and Trust wide
- ❖ work closely with other staff in the department to ensure the delivery of an integrated pharmacy service
- ❖ participate in relevant sector wide forums for clinical pharmacy
- ❖ support the implementation of a technician led service
- ❖ audit, monitor and develop medicines management in line with Pharmacy Directorate and Trust strategy and objectives

Main Duties

As part of this developmental role, the post holder will complete a progressional competency-based framework (typically for 12 months pro-rata) and will be working towards:

Leadership, Service Policy, Planning, and Evaluation

Deputise for the Lead Pharmacist - Team Leader as delegated and/or as designated in their absence and appropriately represents the department at relevant meetings

Support the Clinical Director of Pharmacy in the provision of a high quality, cost effective and efficient, patient centred clinical pharmacy service to all wards and departments within the Trust

Support the development of pharmacists and technicians

Support the development of guidelines and documentation for use of medicines relevant to practice in clinical areas

Act as a clinical pharmacy role model and demonstrate the ability to provide safe, clinically effective and cost efficient use of medicines

Support the development of extended roles for clinical pharmacists and clinical pharmacy technicians in line with agreed departmental objectives

Promote best practice and the efficient use of medicines across the Trust

Provide professional leadership and motivate and inspire other staff inside and outside of pharmacy and act as a role model

Clinical Pharmacy, Medicines Risk Management

Support the development of pharmacy clinical services as set by national initiatives and external audits such as those by the Care Quality Commission

Promote best practice related to medicines management in the Trust

Participate in therapeutic drug monitoring in accordance with departmental procedure, to ensure that patients receive safe and effective treatment

Record clinical interventions which have resulted in a medication change and implement changes which will contribute to the reduction in medication errors

Work with the clinical pharmacy technicians to ensure the provision of a seamless and efficient patient centred service

Personally deliver a high level clinical pharmacy commitment to clinical areas

Answer complex problems regarding patient's medication and advise medical, nursing and other healthcare staff on drug related issues including prescription review, medicines reconciliation and discharge planning

Advise all medical and nursing staff and other healthcare staff on the safety and storage of medicines and to ensure that safe and secure systems are in place in accordance with current legislation

Support the delivery of the pharmacy clinical governance agenda e.g. initiatives to reduce medication related risk and implement agreed strategies, work closely with the Clinical Governance and Risk Co-ordinators

Support the investigation of medicines errors, incidents and complaints for the Pharmacy, other service users and link these to Risk Management systems

Participate in consultant ward rounds as appropriate

Dispense and document clinical trial medicines and ensure that appropriate records are maintained

Work with key staff in both primary and secondary care to promote evidence-based treatments and ensure high quality prescribing and cost-effective use of medicines.

Provide workload data as agreed with the Clinical Director of Pharmacy

Support the preparation of business cases for resources

Support audits or evaluations of medicines use within the Medical Division in support of national and organisational initiatives and objectives such as NICE, NPSA and CQC

Support the implementation of and promote the Joint Formulary across Primary and Secondary Care

Support adherence to Trust Antimicrobial Policy as well as other clinical protocols within the Trust

Support the recruitment and selection of pharmacy staff

Assess the prevailing demands on the work on the relevant wards and decide the order in which tasks are undertaken, with the aim of ensuring optimum service delivery to patients and healthcare staff

Dispense prescriptions, including in-patient, out-patient, discharge and unlicensed medicines in accordance with the agreed safe systems of work practice, and update patient details on the electronic patient record

Undertake the final accuracy checking of dispensed prescriptions in accordance with pharmacy departmental policies and procedures

Obtain accurate medication histories for patients on admission by liaising with the patient and/or primary care team in order to support decisions about continued care. Implement and maintain the Patient's Own Drug (POD) scheme (and self-administration where introduced) according to Trust Policies. This includes checking the suitability of patient's own drugs, i.e. correct information on label, expiry date, re-labelling if necessary and gaining patient consent for using their own medication. Communicate appropriately with medical staff or prescribers

Educate and counsel patients on the safe and effective use of their medicines. Identify a patient's pharmaceutical care needs i.e. non-compliance with medication, the need for a medication aid, the need for verbal and/or written patient information regarding medication.

Interpret and apply information retrieved from medical and nursing notes

Coordinate the discharge medication, bringing together patient own drugs and newly dispensed items in advance of patient discharge. Identify supply needs, transcription requests for dispensing and facilitate appropriate follow up of medication that needs monitoring (e.g. warfarin)

Support the transfer or return of medicines, following patient transfer or discharge, by liaising with ward staff and/or by checking the computerised patient management system

Check, receive and dispense controlled drugs in accordance with standard operating procedures, ensuring that accurate records are maintained and that stocks in the cupboard are reconciled with the register and pharmacy computer system

Accept responsibility for Controlled Drug Management as delegated by the Accountable Officer in line with trust policy and procedure

Arrange, chair and prepare the agenda (as necessary) for section meetings

Manage staff according to Trust personnel procedures such as review sickness management, grievance and disciplinary when required

Report relevant adverse medicine reactions to the MHRA

Support the investigation of incidents regarding medicines and actively identify methods of working to reduce risk

Act on Drug Alerts ensuring that appropriate advice is given to staff, patients and carers

Prescribing

Undertake the Non-Medical Independent Prescribing qualification and/or practice as a Non-Medical Independent Prescriber within a specified area of competence as dictated by the Pharmacy Directorate NMP strategy

Clinical Governance

Support the delivery of the pharmacy clinical governance agenda e.g. initiatives to reduce medication related risk and implement agreed strategies

Identify medication errors and report in line with Trust Risk Management Policy

Support the investigation of incidents and complaints in the Pharmacy, other service users and link these to Risk Management systems

Support the Trust response to National Patient Safety Alerts involving medicines or medicine management

Support directorate quality audits and implement corrective action where appropriate

Ensure that all staff consciously review errors, complaints and incidents/near misses, as well as successes to improve performance and the level of customer care

Pharmacy Practice

Undertake the role of Responsible Pharmacist in accordance with the General Pharmaceutical Council requirements

Participate in other areas of clinical pharmacy practice in order to ensure a broad base of pharmaceutical knowledge

Clinically check prescriptions for safety and efficacy, manage any drug interactions, and ensure that the appropriate route of administration and course lengths of treatment are specified

Communication

Promote best practice related to medicines management in the Trust

Work across traditional boundaries e.g. primary/secondary care

Training and Development

Undertake, comment and perform in accordance with the pharmacy structure; Personal Development Reviews (PDRs) and the development of Personal Development Plans (PDPs) for staff

Provide specialist training in Women's services to pharmacy staff and for medical and nursing staff as appropriate. This may include educational sessions for clinicians and nurses

Identify own training needs and maintain portfolio of practice

As required act as a tutor or mentor for staff undertaking postgraduate studies e.g. certificate in clinical pharmacy, Diploma, MSc students undertaking projects within pharmacy services, pre-registration pharmacists

Support structured Continuing Professional Development for technicians

Support competency based training to clinical pharmacy staff; pharmacists and technicians

Organisational Responsibilities

Medicines and Resource Management

Be fully versed with the ELMMB Medicine Formulary and support its use in practice.

Ensure the clinical technician team develops, contributes to, helps to evaluate or promotes the development and maintenance of Trust wide medicines management policies, procedures and protocols

Promote high quality and cost effective medicines usage across the Trust

Support the development and implementation of IT solutions to improve the quality of medicines management e.g. EPR and electronic prescribing, intranet formulary and IV guide, unlicensed medicines and the risk assessment process

Audit, Research and Development

Support pharmacy involvement in medicines related clinical audit

Take part in and support audits and practice research within the Pharmacy Directorate and Women's Health Directorate

Professional Responsibilities

Act as an Ambassador for the Trust

Oversee standards of behaviour and customer care so that patients, visitors and staff have a positive impression, feel confident in the professionalism of staff and feel that they are respected

Comply with the GPhC codes of conduct

Ensure that personal actions and conduct comply with Trust safety policies, procedures and guidelines

Promote the equality, diversity and rights of patients, visitors and colleagues

General

Participate in the Pharmacist weekend rota

Participate in the on-call/ out-of-hours service on a rota basis

Maintain satisfactory personal performance and professional standards and achieve, where possible, agreed objectives described in the Annual Staff Appraisal system undertaken by the line manager

Uphold the principles of Clinical Governance within the Trust

Participate in relevant education and training and CPD activities as appropriate to ensure professional development and the concept of lifelong learning

Be aware of and apply relevant legislation such as Health and Safety at Work Act, COSHH, Medicines Act, GMP etc

Uphold and comply with the Standing Orders and Standing Financial Instructions of ELHT

Nothing omitted or written here shall absolve the post holder from at all times ensuring that correct, professional techniques, ethics, attitudes and procedures are maintained by his or herself or the staff for whom he/she is responsible

The post-holder is expected to undertake any other relevant duties, as may be required by the Clinical Director of Pharmacy

Post holders are expected to work flexibly within their pay band. They should only be expected to carry out activities for which they are competent. Alternatively they may carry out the additional duties if they are receiving support or training in order to obtain the recognised level of competence.

Effort Factors

Physical Effort

What physical effort is required for the job?

Type of Physical Effort	How Often	For How Long	What weight is involved	Any mechanical aids
Moving and handling of medicines	Occasionally	Short periods (minutes)	Up to 20 kg	Trolleys

Is the job holder expected to sit/stand in a restricted position? No

How often? Every shift / Weekly / Monthly / Less often

For how long? Less than 20 minutes on each occasion More than 20 minutes on each occasion

Mental Effort

Are there any duties requiring particular concentration?

Types of Duties	How Often	For How Long
Ability to deal with conflicting demands and changing circumstances.	Daily	Duration of shift

Are there any duties of an unpredictable nature?

Types of Duties	How Often	For How Long
No		

Emotional Effort

Does the job involve dealing with any distressing or emotional circumstances?

Type of Circumstance	Direct/Indirect Exposure	How Often
Complaints, staff issues, medicine errors	Direct	Frequent

Working Conditions

Does the job involve exposure to unpleasant working conditions?

What Working conditions	How Often
Exposure to body fluids	Daily

Employment Acts and Codes of Practice

All employees are required to comply with employment legislation and codes of good practice.

Health and Safety

In accordance with the Health and Safety at Work Act 1974, and other supplementary legislation, all employees are required to take reasonable care to avoid injury during the course of their work and co-operate with the Trust and others in meeting statutory requirements.

Research and Development Projects

Whenever you decide to undertake a piece of research, either as a Principal Investigator or Local Researcher, or Assistant Researcher, you must comply with the principles of Clinical Governance and the Research Governance Framework.

Development Review

Key performance objectives, development needs and compilation of a Personal Development Plan will be discussed and agreed at Annual Development Review meetings.

Rules, Regulations, Standing Orders and Financial Instructions

All employees are required to comply with the rules, regulations, standing orders and financial instructions and policies of the Trust.

Review

This is not intended to be a comprehensive description of the duties of the post. Due to the Trusts commitment to continuous improvement it is likely that the post will develop over time. These duties will be subject to regular review and any amendments to this job description will be made in consultation and agreement with the post holder

The Trust operates a No Smoking Policy and is an Equal Opportunities Employer

ACCEPTANCE OF JOB DESCRIPTION

I confirm I accept the duties contained in the above job description.

NAME:
(PRINT)

SIGNED:

DATE:

Person Specification

Band 6-7 Progressional Pharmacist – Rotational

Criteria	Essential	Desirable	<i>Evidence obtained from:</i>
Qualifications	MPharm Degree or equivalent Member GPhC (or working towards)	UKCPA membership Post graduate clinical diploma	Application form Certificates and registration check
Special Knowledge	Understanding of local and national NHS and Pharmaceutical Policy Understanding of medicines legislation and guidance i.e. Medicines Act, Misuse of Drugs Act, Safe and Secure Handling of Medicines, Medicine Guidance Notes, MHRA Alerts Understanding of clinical and risk management guidance as applied to Medicines Management Broad range of understanding of clinical practice and knowledge of medical conditions General knowledge of NHS developments including primary and secondary care Understanding of clinical governance principles Knowledge of external agencies concerned with patient safety NHSLA, NPSA, NPC		Application form and interview
Experience	Clinical pharmacy experience and practice Ability to deal with a range of clinical issues Participation in audit or research Multidisciplinary working with medical and nursing staff	Advanced practice in one or more relevant areas Experience of pharmacy services in primary care or community pharmacy	Application form and interview
Judgement	Demonstrates clear thinking and able to analyse highly complex problems of an ethical, pharmaceutical, or clinical nature Makes sound decisions with limited information Intuition – anticipate difficulties and take appropriate action Knows when to consult (own limitations)		Application form and interview

Criteria	Essential	Desirable	<i>Evidence obtained from:</i>
	Reflects on own practice and learns from experience Able to identify, prioritise and evaluate work		
Communication Skills	Good verbal and written communication Courteous with all customers both internal and external including members of the public and other healthcare professionals Able to communicate highly complex information of a clinical nature Ability to influence senior Pharmacy and hospital staff and other people		Application form and interview
Personal Qualities	Has vision and imagination, initiative, creativity, able to see beyond barriers Supportive and motivational Can balance strong leadership and working within a team Prioritises and meets deadlines Mature in approach and has professional credibility Able to be seen as a role model – reliable fair and balanced Flexible Systematic approach Calm under pressure Thrives on change Excellent numeric and verbal skills		Application form and interview
Other Requirements	Flexibility in working hours Has advanced keyboard skills	Clean driving licence	Interview