



SWANSEA BAY UNIVERSITY HEALTH BOARD

JOB DESCRIPTION

Job Title	Advanced Clinical Pharmacist
Pay Band	8a
Hours of Work and Nature of Contract	To be completed on recruitment
Division/Directorate	Pharmacy & Medicines Management
Department	Pharmacy
Base	To be completed on recruitment
ORGANISATIONAL ARRANGEMENTS:	
Managerially Accountable to:	Head of Pharmacy
Reports to:	Principal Pharmacist – Head of Operational Services (Deputy Chief Pharmacist)
Professionally Responsible to:	Clinical Director for Pharmacy and Medicines Management
Our Values	
<p>In this Health Board we aspire to be driven by our values; where every person that works for us, regardless of their role, is expected to demonstrate the values of “caring for each other”, “working together” and “always improving”.</p>	

(JD Template V1-July-22)

If this role changes and it requires amendments please contact SBU.jobevaluation@wales.nhs.uk for an editable version

Job Summary/Job Purpose:

The Advanced Clinical Pharmacist will be responsible for leading and delivering a specialist clinical pharmacy service to relevant specialist clinical areas and in the course of their duties will be responsible for;

- Providing expert pharmaceutical advice to clinical teams within area of expertise.
- Providing recommendations for the long-term development of clinical pharmacy services.
- Education, training and development of pharmacists providing a clinical pharmacy service within area of expertise.
- Actively undertake clinical risk management within all areas of pharmaceutical care.
- Leading pharmaceutical audits/ Service improvements within area of expertise.

DUTIES/RESPONSIBILITIES:

The post holder will attend clinical multidisciplinary and audit meetings.

Monitor drug use and expenditure and provide reports to pharmacy management team. Provide further information should advice be challenged.

Responsible for providing a specialist clinical pharmacy service

Provide recommendation to senior departmental medical and nursing staff on drug related issues.

Ensure adherence to national and local protocols and guidelines.

Identify and lead drug related research and audit projects.

Assess patients' compliance with medication and consider best treatment based on patient abilities.

Undertake patient and/or relative/ carer counselling using terminology suitable for patient understanding.

Lead the development of medicines management within relevant area of clinical expertise.

Lead and manage the relevant members of the pharmacy team ensuring staff rotas are completed, staff PADR's are up to date, mandatory training is completed.

Act as an independent prescriber, undertaking, agreed clinical sessions, initiating, modifying, monitoring therapy and adjusting treatment options for patients. This

includes explaining complex diagnoses and breaking news to patients.

Assist with production of new business cases for new medicines to ensure that funding is secured before use.

Strategically involved in planning, developing and implementing new pharmacy services to the relevant clinical areas.

Ensure adherence to national and local medicines related protocols.

Lead and develop audit and research. The post holder is required to identify, plan and implement internal audits of relevant clinical services.

Clinical Pharmacy Service

The post holder will plan and organise pharmacy services to a clinical area, managing the activities of relevant technical and assistant staff to ensure adequate stock distribution and timely dispensing for individual patients including;

- Communicate any unusual drugs or drug use to the procurement team.
- Ensure storage of medicines on wards, clinics and in pharmacy department complies with national legislation and local policies.
- Analyse and review drug charts. This will include:-
- Identifying and reporting adverse drug reactions and side effects.
- Report Adverse Drug Reactions to the Committee of Safety of Medicines.
- Analyse and interpret individual patient laboratory data in order to provide Therapeutic Drug Monitoring, biochemical and haematological monitoring ensuring safety and efficiency of medicines.
- Ensure drugs are prescribed in accordance with their product licence or used appropriately when used outside of their licence.
- Identify and interpret drug interactions.
- Identifying and solving drug problems for individual patients.
- Proactively make recommendations to medical and nursing staff on medication issues.
- Provide evidence based recommendations to influence prescribing.
- Provide skills for and information on the correct preparation and administration of injectable preparations and administration of enteral preparations
- Compile a patient's medication history to facilitate the quality assurance of the patient's prescription chart.

Communication

Provide highly complex and potentially contentious information to all levels of medical and nursing staff, based on a combination of knowledge, interpretation of evidence and adaptability of individual patients. This advice may conflict with advice given by other professions.

Provide information to patients, relatives and carers on drug treatment. Identify any specific problems with patient understanding or ability to take medication and provide suitable solutions.

Provide information to teams (e.g. GPs, Community Nurses and Community Pharmacists) of specialist arrangements or unusual drug requirements prior to patient discharge.

Interpret appropriate evidence and local/national guidelines in order to formulate pharmaceutical care plans.

Provide information on formulary adherence and to monitor specified drugs as requested.

Provide information on clinical pharmacy intervention data and risk management to the clinical pharmacy manager.

Provide advice and information on new drugs, new treatment protocols and strategies in specialist area to relevant medical nursing and pharmacy staff.

Audit, Research and Reporting Responsibilities

Provide analysis of drug expenditure with clinical interpretation and recommendations to enable effective control of expenditure.

Attend regular multidisciplinary meetings to plan and contribute to clinical audit and make recommendations on drug therapy of patients in specialist area.

Identify, plan and undertake research and investigational projects.

Supervise and monitor the training of technicians undertaking the medicines management program.

Undertake three monthly reviews of wards controlled drugs stocks and documentation.

Responsible for development and implementation of drug related policies and guidelines in specialist area.

Ability to accurately review, dispense and check prescriptions for all pharmaceutical products with a high degree of accuracy.

Education and Training

Plan and record CPD as recommended by General Pharmaceutical Council, national and local policies.

Responsible for monitoring personal professional skills and knowledge.

Provide training and education for post-graduate clinical diploma pharmacist, preregistration pharmacists and to contribute to general training of other pharmacy staff in specialist area

Support the Patient Service Managers/ pharmacy site managers in delivering induction to new pharmacy starters and other training as required.

To provide lectures to the school of nursing and teaching sessions for practice nurses when appropriate and agreed with Patient Services Managers/ Pharmacy site managers

provide lectures to Swansea School of Medicine when appropriate and agreed with Patient Services Managers/ Pharmacy site managers

Undertake any mandatory training.

Additional Responsibilities

Participate in bank holiday, weekend and extended hours rotas.

Contribute to the effective and efficient provision of services provided by pharmacy.

Ensure compliance with pharmacy protocols and procedures.

Provide patient specific dispensing service. This includes: - - Supervising the work of technical and assistant staff in the dispensary. - Effectively manage the dispensary workload to ensure prioritisation of work - Advice patients on concordance with their medicines.

Record dispensing errors using dispensing error record forms. When appropriate inform and counsel patients, inform nurse and medical team of error and any action required.

Dispense clinical trial materials according to protocols.

Provide a professional and courteous service to patients. This may include those who are upset, confused or angry.

Develop and implement patient specific directions and patient group directions in specialist area.

Deal with difficult situations (such as terminally ill patients, emergency supply of medicines, drug errors or verbal aggression).

Comply with medicines legislation, Health & Safety At Work Act, COSHH regulations (when handling hazardous chemicals) and all other relevant legislation and the health Board's personnel policies and procedures.

PERSON SPECIFICATION			
ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	<p>Masters Degree in pharmacy (MPharm)</p> <p>Post Graduate MSc/ Diploma in Clinical Pharmacy or equivalent experience</p> <p>Member of the GPhC</p>	<p>Independent Prescriber</p> <p>Accredited Tutor for clinical pharmacy diploma</p> <p>Member of the RPS</p>	<p>Application form and pre-employment checks</p>
Experience	<p>Experience as clinical pharmacist in specialist area.</p> <p>Experience of contributing into the pharmaceutical care in specialist area.</p> <p>Evidence of clinical audit, service improvement and implementation of procedures and protocols.</p> <p>Ability to work in a highly specialist area.</p> <p>Ability to undertake autonomous practice.</p>	<p>Proven track record of competence.</p> <p>Evidence of clinical audit, practise research, implementation of procedures, protocols.</p> <p>Lecture on specialist subject.</p> <p>Teaching experience.</p> <p>Experience of being a preregistration pharmacist tutor.</p> <p>Represented pharmacy at national forum in specialist field.</p>	<p>Application form and interview</p>
Aptitude and Abilities	<p>Good communicator, motivated, able to work as part of a team.</p> <p>Innovative and well organised.</p> <p>Recognises need for sensitive and confidential handling of patient related information.</p> <p>Able to cope with emotional demands of patient involvement.</p> <p>Ability to concentrate when frequently under pressure and subject to interruptions Confident and calm.</p>	<p>Ability to speak Welsh</p> <p>Evidence of Leadership/ Management further learning e.g. qualification, course certificate.</p>	<p>Interview</p>

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Aptitude and Abilities	Act as a role model Leadership and negotiating skills Assertive, Tactful, Persuasive Good verbal/written communication skills Good negotiating and influencing skills Able to cover other specialist areas Computer Literate		Interview
Values	Can demonstrate SBU values		Application Form Interview References
Other	Ability to travel within geographical area. Able to work hours flexibly. Commitment to continuing personal development (CPD).	Member of 'Specialist' Professional Group.	Application form and interview

GENERAL REQUIREMENTS

Include those relevant to the post requirements

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organization's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **General Data Protection Regulation (GDPR):** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the General Data Protection Regulation and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation and the HB Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB/Trust to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB/Trust is committed to ensuring that no job applicant or employee receives less favourable treatment on any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have * direct / indirect contact with* patients/service users/ children/vulnerable adults in the course of your normal duties. **You will therefore be required to apply for a Criminal Record Bureau *Standard / Enhance Disclosure Check as part of the HB/Trust's pre-employment check procedure.**
- **Safeguarding Children and Adults at Risk:** The organisation is committed to safeguarding children and adults at risk. All staff must therefore attend Safeguarding Children & Adult training and be aware of their responsibilities under the All Wales

Procedures.

- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board/Trust Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board/Trust sites, including buildings and grounds, are smoke free.
- **Flexibility Statement:** The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

Organisational Chart

