

Job Description

Job Title:	Rotational Clinical Pharmacist
Department:	Pharmacy
Division:	Cancer and Clinical Services
Band:	6
Hours:	37.5 hours per week
Responsible to:	Deputy Chief Pharmacist, Clinical Services
Accountable to:	Chief Pharmacist
Base:	St Helier Hospital or Epsom General Hospital, with requirement to work across any Trust site as required.
Disclosure and Barring Service Required:	Yes Enhanced
Job Summary:	<p>To assist in the provision of a comprehensive and efficient pharmaceutical service, in accordance with the required standards of quality and professional practice, to meet the needs of the users.</p> <p>Provide high quality pharmaceutical care to patients and their carers</p> <p>To undertake further training to develop own knowledge and skills and to contribute to the development of pharmacy services.</p>
Key working relationships	<p>Pharmacy senior management team</p> <p>All other Pharmacy staff</p> <p>Trust Clinical Trial staff</p> <p>Trust Managerial staff</p> <p>Medical and Nursing staff</p> <p>All other Health Care Professionals</p> <p>ICS colleagues</p> <p>Patients / Carers / Guardians.</p>
Date of last review:	April 2023

OVERALL SUMMARY:

The Trust's mission is 'to put the patient first and deliver great care to every patient, every day'. Our priorities are to create a "one team, one trust" culture and focus on the delivery of the following five objectives to ensure we provide high quality, compassionate care to all of our patients:

- Delivering **safe** and effective care across our sites
- Creating a positive **experience** that meets the expectations of our patients, their families and carers
- Providing **responsive** care that delivers the right treatment, in the right place at the right time
- Being **financially sustainable**
- **Working in partnership** with our patients, commissioners, other health and care providers, local authorities, the voluntary sector, the NHS TDA, NHS England and Monitor in the interests of our patients and a sustainable local health and social care economy.

1. BAND 6 TO 7 PROGRESSION

The pathway below details the criteria for progression from a band 6 to a band 7 rotational pharmacist, with the gradual introduction of responsibilities over at least 18 months. Full detail on the progression criteria will be provided to candidates upon successful appointment to a rotational band 6 role.

Key Responsibilities/ Objectives	Time Frame	Pay Band
<ul style="list-style-type: none"> Complete ESTH induction and draft a personal development plan (PDP) for progression with support from Principal Pharmacist, Education and Training and line manager Participate in the provision of clinical pharmacy services across ESTH (first two rotations), with satisfactory end of rotation appraisals Complete at least one Mini- Cex during each rotation Participate in weekend and bank holiday rota Join the on-call team Up to date with Statutory and Mandatory training at every review. 	Months 1-6	6
<ul style="list-style-type: none"> Start postgraduate certificate/ FS1 Deliver a comprehensive clinical pharmacy services across ESTH (rotations three and four) Complete at least one Mini- Cex during each rotation Report incidents relating to medication safety and understand the rationale for incident reporting Contribute a topic to a clinical meeting 	Months 6-12	6
<ul style="list-style-type: none"> Continued delivery of a comprehensive clinical pharmacy services across ESTH (rotations five and six) Minimum of 18 months experience, working as a qualified pharmacist in an NHS hospital Successfully completion of 12 month JPB MCQ exam and in-house viva (or equivalent) Working to complete or successful completion of FS1 or equivalent (completed FS1 clinical curriculum, successfully completed 12 month FS1 exam, RITA-B at 15 months and completed sections 1-3 of FPF matrix). Participate in the induction training of new members of staff Act as a buddy for a new pharmacist joiner as part of the pharmacy trust induction programme To report and facilitate learning from incidents relating to medication safety 	Months 12-18	6

<ul style="list-style-type: none"> • Contribute a topic to a second clinical meeting • Involvement in completing an audit, research and/or quality improvement projects within the department 		
<ul style="list-style-type: none"> • Start senior rotational objectives, providing a comprehensive to expert level clinical pharmacy service • Continuously enhance specialist knowledge in a chosen therapeutic area • Undertake postgraduate clinical diploma (with/without IP) • Delivery of training outside of the department • Line management responsibilities • Clinical supervision both trainee pharmacists and Band 6's • To act as a professional role model actively demonstrating integrity, ownership, and leadership in all aspects of the role • Apply specialised clinical knowledge to enhance policy and guideline development for medication use • Ensure the policies and guidelines promote safe and cost-effective medication utilisation • Participate in the implementation of these policies and guidelines to support safe and economical medication use • To investigate and share learning from incidents relating to medication safety • Lead clinical meetings 	18 months Plus	7

2. MAIN DUTIES AND RESPONSIBILITIES OF THE POST:

1. To undertake training and duties in each section of the pharmacy service on an initial 3 month rotational basis. Rotations include:

Clinical Pharmacy –

- **Medical (including Admissions, Care of the Elderly/Stroke, Cardiology and Respiratory)**
 - **Surgical**
 - **Women's Services and Child Health**
 - **Planned Orthopaedic Surgery**
 - **Patient services (including outpatient and inpatient dispensaries)**
 - **Medicines Information**
2. To undertake Medicines Reconciliation for each patient on admission to ensure patient medication is correct as early in their stay as possible and evaluate patients own drugs for suitability of use.
 3. To participate in the ward/clinical pharmacy service to monitor and review prescriptions on the ward, providing evaluated and clear pharmaceutical advice (on choice of medicines/dosage/side effects etc) to health care professionals and patients as appropriate.
 4. Work with the clinical pharmacy technicians and pharmacy assistants to ensure the provision of a seamless and efficient patient centred service
 5. 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.
 6. Provide a pharmacist generated discharge prescription service to facilitate the discharge process.
 7. To answer medicine information enquiries, providing independent evaluated information and advice.
 8. To communicate drug/medicine related information to patients/carers and other Health Care Professionals.
 9. 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.
 10. Participate in consultant ward rounds for learning opportunities.
 11. Communicate appropriately with medical staff or prescribers
 12. To undertake duties in in-patient, discharge and out-patient dispensing areas; clinically screening and checking prescriptions in accordance with departmental policies and procedures.
 13. To counsel patients/guardians/carers regarding their medicines including provision of advice to patients requesting over the counter medication.
 14. To undertake training in and participate in the dispensing of homecare and clinical trials, completing relevant documentation in accordance with departmental procedures and legislation as required.
 15. To improve clinical skills and expertise in each area of the rotation, working to objectives agreed with the Deputy Chief Pharmacist and the Lead Pharmacist in each speciality.
 16. To ensure seamless transfer of pharmaceutical care for patients liaising with the other acute Trusts, GPs, Community and PCN pharmacists as appropriate.
 17. Coordinate medicines management for discharge including appropriate follow up of medication that needs monitoring (e.g. warfarin).
 18. Support the transfer or return of medicines, following patient transfer or discharge.
 19. To complete objectives and undertake an assessment together with providing feedback on the content and structure to the manager of each area and the Principal Pharmacist, Education and Training, at the end of each rotation.
 20. To promote the safe, effective and economic use of medicines.

21. Accept responsibility for Controlled Drug Management as delegated by the Accountable Officer in line with trust policy and procedure. Check, receive and dispense controlled drugs in accordance with standard operating procedures, ensuring that accurate records are maintained.
22. To report incidents, particularly those related to use of medicines
23. To facilitate learning from incidents related to medication safety
24. To liaise with the Deputy Chief Pharmacist to manage risk, investigate errors or complaints.
25. To undertake therapeutic reviews, audits and change management projects as required in order to assist the Divisional Lead Pharmacist(s) and Deputy Chief Pharmacist(s) in leading developments and changes whilst maintaining the service.
26. To ensure appropriate and effective use of the local formulary and prescribing policies as necessary.
27. To assist in the maintenance and development of treatment guidelines/protocols where appropriate.
28. To develop management skills through supervising staff and participating in the department induction programme
29. To supervise, direct and monitor the work of pharmacy technicians/assistants/ Trainee pharmacists as requested.
30. To take part in the continuing education programme by presenting case studies or other work to the Pharmacy Department.
31. To assist in the training of other rotational pharmacists, pre-registration pharmacists and student pharmacy technicians, developing own mentoring skills.
32. To assist in the education and training programme for nursing and medical staff and all other health care professionals as required.
33. To participate in practise research, quality initiatives and clinical audit projects, publishing in journals as appropriate.
34. To participate in departmental meetings to maintain and develop the pharmaceutical service, contributing to the development of new policies/procedures as required.
35. To undertake the Diploma in General Pharmacy Practice (or equivalent training programme) completing all of the practice activities involved (*a minimum progression is required to be eligible for a band 7 post*)

3. ADDITIONAL DUTIES

1. To carry out pharmaceutical services in accordance with procedures drawn up in conjunction with the Chief Pharmacist and amended from time to time to meet the needs of a changing service.
2. Make and record appropriate interventions ensuring identified issues are followed up and resolved appropriately and major risk issues are appropriately reported using the Trust systems.
3. Work closely with the specialist wards/departments and lead the pharmacy team in contributing pro-actively to the efficient and timely discharge of patients
4. Ensure an effective handover system is in place between members of the pharmacy teams for the specialist clinical area
5. To be a proactive and engaged member of the senior pharmacy team, providing department wide senior support to the Deputy Chief Pharmacist(s) or Chief Pharmacist, when required
6. The post holder will would be expected to work on a seven day rota and participate in the on call rota.

General responsibilities

The post-holder is required to:

- Work within agreed Trust and departmental policies and procedures and to accept standards of practice.
 - Work in other areas and on other sites in the Trust to cover for service needs.
 - Undertake such other duties as may be required from time to time, as are consistent with the responsibilities of the grade.
 - Comply with the Code of Ethics of the Royal Pharmaceutical Society of Great Britain.
 - Ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity.
 - Treat patients and customers with dignity and courtesy.
 - Ensure that medicines do not fall into unauthorised hands.
 - Participate in the late duty, weekend, on-call and Bank Holiday rotas to provide a seven day service.
 - Have responsibility for the health, safety and welfare for self and others and to comply with the requirements of the Health & Safety regulations, including COSHH.
 - Promote Equal Opportunities and to comply with the requirements of the legislation and the Trust's policies.
 - Attend such training courses and meetings as are necessary for the efficient performance of the post holder's duties.
 - Participate in Continuing Professional Development (CPD), maintaining own CPD portfolio.
 - Participate in the Trust's appraisal system.
 - Comply with the requirements of the Data Protection Act.
 - Comply with the Trust's No Smoking policy.
 - Comply with principles of Duty of Candour.
 - To support the department and organisation by carrying out any other duties that reasonably fit within the broad scope of a job of this grade and type of work.
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- **To support the department and organisation by carrying out any other duties that reasonably fit within the broad scope of a job of this grade and type of work.**

Working for the Trust

Equal Opportunities

The Trust affords its employees equal opportunities in employment, training and development irrespective of sex, sexual orientation, gender reassignment, disability, marital/parental status, race, colour, nationality, ethnic origin, religion, hours of work, political beliefs, TU membership or age.

The Trust has an Equal Opportunities Policy and all employees are expected to be aware of, and adhere to the provisions of this policy and to carry out their duties and responsibilities in accordance with this policy.

Conflict of Interest

Version 1

The Trust is responsible for ensuring that the services for patients in its care meet the highest standards. Equally, it is responsible for ensuring that staff do not abuse their official position to gain or benefit themselves, their family or friends.

Confidentiality and Disclosure of Information

In the course of your normal employment you may come into the possession of confidential information relating to patients, staff and the Trusts business and commercial information. All employees have a responsibility to ensure the security of information and to comply with the Data Protection Acts, Access to Health Records and Computer Misuse Act. Disclosure of medical, commercial or personal information, systems passwords or other confidential information to any unauthorised person or persons will be considered at gross misconduct and may lead to disciplinary action, which may include dismissal.

Health and Safety

The Trust operates a Health and Safety policy applicable to all employees. Employees must make themselves familiar with this policy and the responsibility placed on them under the Health and Safety at Work Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

Infection Control

The Trust is committed to the prevention and control of infection, and operates an infection control policy. It is the responsibility of all employees to be aware of the infection control policy and procedures and the importance of protecting themselves, patients and visitors.

Risk Management

Risk is everybody's business! All staff have an individual as well as a corporate responsibility for risk.

The outcome of effective risk management is the provision of safe patient care during their episode of illness or treatment and also the provision of a safe Trust environment for patients, staff and the public.

The Trust aims to have 'Just and Fair' culture where there is low blame and wants to encourage staff to report incidents and identify risks. If the latter is carried out then lessons can be learnt and changes in practice will be implemented in order to improve the quality of patient care.

You personally need to be adequately trained in risk management processes and the Trust provides a variety of risk related study days and courses. A list of these can be found in the Trust Training Brochure and will be important that you take note of the mandatory courses, which you must attend.

Working Time Regulations

The Working Time Regulations 1998 state that employees should not work more than an average of 48 hours per week based on a 26-week period. Employees who wish to exceed this number of hours must obtain Management authorisation and will be required to sign an opt-out agreement which will be placed on file.

Improving Working Lives

In line with the NHS Plan, Epsom and St Helier University Hospitals Trust is making changes to improve the working lives of all staff. By helping staff to achieve good work life balance we can develop higher standards of healthcare and patient choice.

In order to support staff the Trust offers a range of benefits including onsite day nurseries, school holiday clubs, complementary therapies, a cyber café for internet access, a wide range of staff discounts, various recognition schemes and special annual events.

There is a National Audit Instrument for Improving Working Lives, which involves the Trust being assessed against a set of national standards to ensure that it is making real and tangible improvements to the working lives of our staff.

Smoking

The Trust operates a strict non-smoking and employees are therefore not permitted to smoke on-site.

Alcohol and Drugs

The consumption of alcohol or drugs is strictly prohibited whilst on duty. The Trust operates a substance abuse policy which employees should make themselves familiar with.

Security

All employees are required to wear name badges whilst on Trust premises and are responsible for ensuring they understand their security responsibilities whilst on Trust property. Any security incidents should immediately be reported to the security office.

Clinical Governance

Staff are expected to provide patients with timely and effective care. Treatment and direct / indirect support must be based on best practice. Everyone is responsible for this and his/her job in the Trust is important in achieving this.

Customer Care

The aim of the hospital is to provide patients and clients with the best possible care and services. In order to meet this aim, all our staff are required at all times to put the patient and client first and do their utmost to meet their requests and needs courteously and efficiently. In order that staff understand the principles of customer care and the effects on their particular post and service full training will be given.

Knowledge and Skills Framework (KSF)

All staff excluding Doctors and Dentists are required to participate in the NHS Knowledge and Skills Framework. This is an annual appraisal process linking career and pay progression. All staff will be required to attend mandatory training on the Knowledge and Skills Framework before they can embark on the appraisal process.

Further information and copies of the Trust Policies and Procedures can be found on the Trust's Intranet, Via Department Managers or within the Human Resources Department.

PERSON SPECIFICATION

POST TITLE:

Factors	Essential	Desirable	Method of Assessment
Qualifications and Further Training	Pharmacy Degree – MPharm Pre-registration training Professional qualification – General Pharmaceutical Council registration	Certificate in clinical pharmacy	Application
Experience	Dispensing experience. Patient counselling experience. Customer care. Provision of medicines information advice. Multidisciplinary team working.	Post-registration experience of working as a pharmacist Hospital Pharmacy experience	Application Interview
Skills/ Abilities	Good time management Good communication skills – verbal and written. Evidence of good clinical knowledge and skills. Ability to work under pressure. Ability to prioritise work effectively. IT literate. Good problem solving skills. Ability to work independently and as part of a team. Good organisational skills – self and others. Able to motivate self and others. Good interpersonal skills, including influencing skills. Able to understand an individual's communication, physical & emotional needs; recognise their needs and preferences Able to provide a customer focussed service	Familiarity with CMM pharmacy computer system.	Application Interview
General	Professional. Commitment to CPD. Takes responsibility for own training. Hard working and thorough. Work flexible hours. Participate in 7 day working, late duty, weekend and Bank Holiday working.	Good presentation skills. Able to effectively use I.T. e.g. Windows, Excel & PowerPoint. Database searching skills. Awareness of current issues in hospital pharmacy. Understanding of Clinical	Application Interview

		Governance. Appreciation of audit method. Ability to plan and develop. Demonstrates initiative.	
Other requirements	Able to demonstrate that you are honest, reliable and trustworthy Treat patients, visitors, colleagues with respect Ability to travel between Trust sites Ability to be flexible to meet the needs of the team, the service and the Trust		Application Interview