



**GIG**  
CYMRU  
**NHS**  
WALES

Bwrdd Iechyd Prifysgol  
Aneurin Bevan  
University Health Board

## ANEURIN BEVAN UNIVERSITY HEALTH BOARD JOB DESCRIPTION

### JOB DETAILS:

<b>Job Title</b>	Clinical Pharmacist (Rotational)
<b>Pay Band</b>	Band 7
<b>Hours of Work and Nature of Contract</b>	To be completed on recruitment
<b>Division/Directorate</b>	Pharmacy Care and Networks
<b>Department</b>	Pharmacy
<b>Base</b>	To be completed on recruitment Base site GUH, NHH, RGH depending on agreed rotational programme

### ORGANISATIONAL ARRANGEMENTS:

<b>Managerially Accountable to:</b>	Chief Pharmacist, Acute Services
<b>Reports to: Name Line Manager</b>	Principal Pharmacist/Lead Pharmacist
<b>Professionally Responsible to:</b>	Chief Pharmacist, Acute Services

**Ein GWERTHOEDD yw...**

Pobl yn gyntaf

Cyfrifoldeb personol

Angerdd am welliant

Balchder yn yr hyn a wnaem

**Our VALUES are...**

People first

Personal responsibility

Passion for improvement

Pride in what we do

Am fwy o wybodaeth ffoniwch 01633 623801

**GIG CYMRU NHS WALES**

For more information please contact the Organisational Development Team on 01633 623801

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### OUR VALUES:

**Job Summary/Job Purpose:**

To participate in a planned rotational programme.

To be responsible for the delivery of a specialist clinical pharmacy service to patients, medical and nursing staff and other healthcare professionals in accordance with legal and professional requirements and standards.

To provide ward-based medicines management service to specialist clinical area as per rotations.

To provide training and education that meets the statutory, professional and regulatory requirements of pre-registration trainee pharmacists, other pharmacists, Pharmacy technicians and Pharmacy assistants.

To provide Professional / Clinical cover for the dispensary services.

**DUTIES/RESPONSIBILITIES:****Clinical Pharmacy and Ward Based Services**

To be responsible for delivering a clinical pharmacy and ward based medicines management service to a specialist clinical area, liaising with Clinical Directors and Directorate managers to agree pharmacy services and give pharmaceutical advice in conjunction with lead Pharmacists.

**This includes:**

- Working as part of a ward based pharmacy team, providing supervision and support for other members of the team. In conjunction with other members, plan the work of the team.
- Visiting wards, working at patient's bedside, talking to patients and healthcare professionals keeping an awareness of sick and dying patients and distressed relatives. Keeping an awareness of the potential exposure to risk of infection.
- Co-ordinate a specialist clinical pharmacy service, including the supervision of professional and technical staff involved in providing the service.
- Review and assess patient's prescriptions for legality, accuracy, safety and appropriateness of drug therapy resolving any prescribing problems relating to drug interactions or contraindications or patient specific allergies.
- Compile patient drug histories through prescription review, with reference to patient's medical notes and via communication with patient, health care professionals, GP's and community pharmacists.
- Assess specialist clinical conditions and drug related problems of illness to identify and solve medicines and treatment related problems for individual patients, informing medical and nursing staff of any recommended changes or alternatives to medications prescribed.
- Report adverse drug reaction through the pharmacists and doctors' national reporting scheme.
- Report prescribing, administration and dispensing errors via the ABUHB medication error reporting system and the ABUHB Clinical incident reporting system.
- Advise patients on the safe use of medicines using counselling skills identifying and overcoming any barriers to understanding.

- Advise clinicians on, and promote evidence based prescribing through the implementation of prescribing guidelines, and pharmaceutical care plans.
- Provide a ward based medication discharge service to patients, responding to urgent requests via the bleep system, clinically checking discharges, checking accuracy of dispensing, counselling patients all at ward level. Liaising with staff and / or patients / relatives on wards to establish discharge plans and needs and to enable adequate prioritisation for supply of prescriptions, optimising the process and providing a safe, timely and efficient service. Liaising with ward and pharmacy staff to identify issues that may prevent timely discharge.
- After demonstrating competency and subject to working to protocol and where requested by the doctor via the patients notes – transcribe details of medication from in-patient charts to discharge prescription sheets to expedite the discharge process.
- Ensure that the storage of medicines on wards is secure and compiles with legislation and Medicines Management Code of Practice.
- Liaising with other health care professionals within primary and secondary care with regards to pharmaceutical discharge needs of patients, particularly for patients who are at risk of readmission as a result of poor compliance / concordance or where follow up regarding supply is necessary.
- Providing technical support and maintenance of Omnicell® Automated Cabinets for wards and departments within ABUHB. This includes data programming, database maintenance, basic report creation, bin modification and staff training, for staff both within the Pharmacy Department and for all healthcare professionals at ward level. To add or remove, new or old items to or from the Omnicell® Inventory; stock counting and correction via the cycle count function; assistance with installing new cabinets, layout and appropriate bin assignment; processing automated restocks and supplemental restocks; other user administrative duties such as adding user fingers or resetting password.
- Coordinating the 6 monthly ward stock list review on designated wards, liaising with the ward based pharmacy team and nursing team.

## **Management**

To supervise, on a day to day basis, the work of junior pharmacists, pre-registration pharmacists, pharmacy technicians and pharmacy assistants including working and leading a pharmacy team on the wards.

## **Training**

To provide training and education that meets the statutory, professional and regulatory requirements of postgraduate diploma pharmacists, pre-registration pharmacists, other pharmacists and technicians including:

- To act as Tutor for post-graduate diploma pharmacists in a clinical rotation, undertaking the Diploma in Clinical Pharmacy if required.
- To train pre-registration pharmacists to meet the General Pharmaceutical Council's competency requirements, acting as an accredited pre-registration tutor if required.
- To participate in the education of other healthcare professionals e.g. nurses, junior doctors, patients/carers, physiotherapists and occupational therapists by providing lectures on specialist topics.
- To act as a mentor, and assessor to plan and provide competency based training and assessment to pharmacy staff including competency based training packages, providing feedback and setting

up action plans for development where necessary.

- To commit to personal self-development and training reflecting the needs of the post and the department as identified through performance appraisal and in line with the RPSGB's foundation and advanced practice frameworks.

### **Professional/Clinical Dispensary Services**

To provide professional cover for dispensary services where there are frequent interruptions to answer queries, respond to bleeps and telephone calls.

#### **Tasks include:**

- Review and assess patient's prescriptions in the dispensary for legality, accuracy, safety and appropriateness of drug therapy, resolving with the prescriber any problems relating to either the appropriateness of the medication or the dose.
- Check the accuracy of dispensed medicines for individual patients in the dispensary.
- Concentration needed to calculate and check drug doses for individual patient medication in the dispensary.
- Working with precision, accuracy and co-ordination to prepare any specialist pharmaceutical products that may not be available commercially and require extemporaneous preparation within the department, this may involve weighing, measuring, compounding where accuracy is of the utmost importance.
- Using the Pharmacy computer system to dispense medicines including cytotoxic drugs, controlled drugs, clinical trials and pharmaceuticals covered by the COSHH regulations.
- Advise outpatients on the safe use of their medicines.
- Using the Pharmacy computer system to supply stock medication, intravenous fluids, and controlled drugs to wards and departments.
- Receive and respond to enquiry's regarding patient care from all grades of health care professions providing information on drug-related questions of therapeutics or information of a legal or procedural nature.
- Acting as a first line trouble-shooter for all aspects of malfunction of the automated Pharmacy Robot Dispensing System (RDS), including transportation errors and program crashes, ensuring the accuracy, functionality and security of the system is maintained at all times. Call logging with the company's helpdesk where appropriate.
- Ensuring that stock is loaded in to the Pharmacy RDS in an efficient manner and reporting any issues immediately that will hold up the availability of specific lines through lack of loading functionality. This includes loading single packs through the doors, filling the belts with bulk stock, checking the reasons for rejected packs and setting the system to various modes and settings.
- To investigate, rectify and report on Tutela® temperature excursions as highlighted by the 3D monitoring system using their online portal. Filling in investigatory audit comments relating to the incident cause, corrective action taken, resolution details and providing a supervisory sign off.
- To implement good prescribing initiatives and provide support for Directorate Pharmacists. Proposing to the Directorate Pharmacists issues for prescribing review occurring within your Directorate.
- To provide high quality medicines information to medical and nursing staff, and where

appropriate support to the Medicines Information department.

- To collate and feedback your own intervention and audit data as determined by senior pharmacists
- To attend relevant departmental meetings and provide advice as appropriate and liaise with appropriate staff.
- To ensure that all work is undertaken in accordance with departmental and Health Board procedures to ensure a safe system of work and that checking procedures are carried out at all times. Accepting professional responsibility for your own actions.
- Following specialist training to undertake duties in specific areas e.g. Aseptic Production and Medicines Information.
- To undertake continuing professional development as a competency requirement of the General Pharmaceutical Council.
- To participate in dispensary rotas, including late nights, bank holidays and weekends.
- To participate in the pharmacy emergency duty service.
- To perform any other duties as required by the Chief Pharmacist, Acute Services.

## PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Qualifications and/or Knowledge</b>	<p>Master's Degree in Pharmacy</p> <p>One year pre-registration competency based training</p> <p>Member of the General Pharmaceutical Council (GPC).</p> <p>MRPharmS (Member of the Royal Pharmaceutical Society of GB).</p> <p>Postgraduate clinical specialist knowledge acquired through diploma level training i.e. Diploma in clinical pharmacy / MSC or equivalent experience</p> <p>Evidence of continuing professional development (CPD).</p>	Member of the faculty of the RPS, or working towards membership	<p>Application form</p> <p>Pre-employment checks</p>
<b>Experience</b>	<p>Experiences of post registration in hospital pharmacy environment.</p> <p>Recent experience of providing ward/clinical pharmacy services in a hospital setting.</p> <p>Proven ability to work independently</p>	Experience of providing ward/clinical pharmacy services to surgical and medical patients in a hospital setting	<p>Application form</p> <p>Interview</p>
<b>Aptitude and Abilities</b>	<p>An up to date knowledge of pharmacology, therapeutics and the principles of medicines management.</p> <p>Role of pharmacists at ward level, in the pharmacy dept. and in the community.</p> <p>Organisational abilities.</p> <p>Analytical abilities.</p> <p>Excellent interpersonal /communication skills.</p> <p>Computer skills.</p> <p>Ability to travel between sites.</p>	<p>Ability to speak Welsh.</p> <p>Knowledge of patient self-administration systems, one-stop dispensing systems etc.</p> <p>Management/leadership skills.</p>	Interview

<b>Values</b>	<p>Flexible and adaptable to changing demands and situations.</p> <p>Conscientious, responsible and reliable.</p> <p>Highly motivated.</p> <p>Able to function well under pressure.</p> <p>Enthusiastic</p> <p>Innovative</p> <p>Good verbal and written communication skills.</p> <p>Good with patients.</p>		<p>Application Form</p> <p>Interview</p> <p>References</p>
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## **GENERAL REQUIREMENTS**

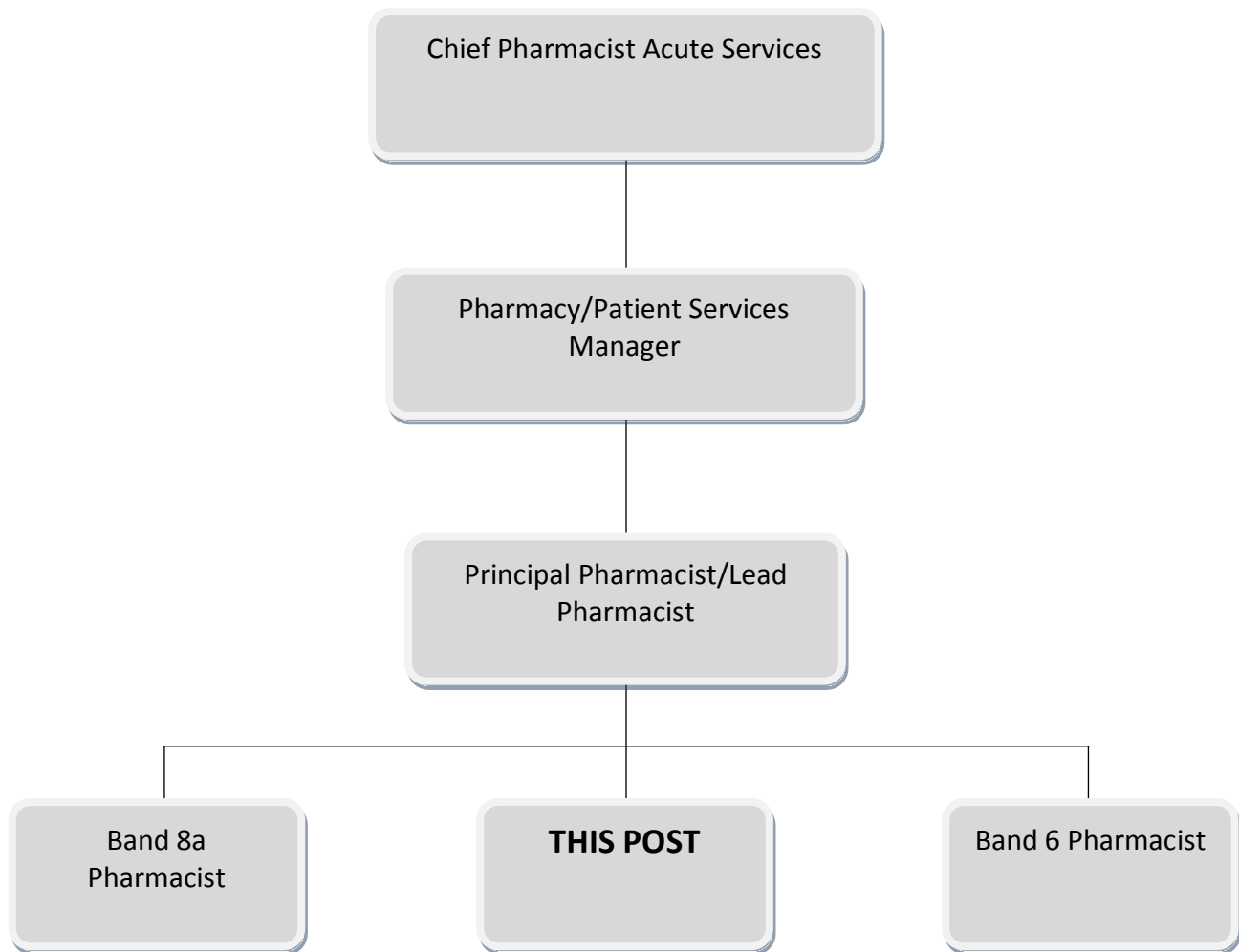
- **Values:** all employees of the Health Board are required to demonstrate and embed the values and behaviour statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered health professional:** 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.
- **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.
- **Data protection:** 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 legislation 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 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 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 disciplinary policy.
- **DBS disclosure check:** In this role you will have direct 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 enhanced disclosure check as part of the HB'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 HB 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.

## Job Title: Clinical Pharmacist (Rotational)

## ORGANISATIONAL CHART



**Supplementary Job Description Information****Physical Effort**

This factor measures the nature, frequency and duration of physical effort (sustained effort at a similar level or sudden explosive effort) required for the job.

Examples of Typical effort(s)	How often per day / week / month	For how long?	Additional Comments
<b>Frequent light effort for short periods of time.</b> Bending, stretching, and lifting of objects in the pharmacy store. Carrying boxes.	<b>Daily</b>		
<b>Combination of sitting, standing, walking occasional moderate effort for several short periods.</b> Occasional restricted position sat at desk for long periods of time.	<b>Daily</b>		
<b>Frequent light effort for short periods of time.</b> Kneeling, crawling, bending to manage/maintain Omnicell vending machines and pharmacy robot.	<b>Weekly</b>		

### Mental Effort

This factor measures the nature, level, frequency and duration of mental effort required for the job, for example, concentration, responding to unpredictable work patterns, interruptions and the need to meet deadlines.

Examples of Typical effort(s)	How often per day / week / month?	For how long?	Additional Comments
<b>Frequent concentration, work pattern unpredictable</b> Concentration for reviewing reports, calculations, policy documents, projects. Predictable work patterns may be interrupted by urgent requests for advice, to problem solve staff and/or service provision issues.	<b>Daily</b>		
<b>Frequent concentration, work pattern predictable</b> Concentration for dispensing/checking prescriptions on a rota basis.	<b>Weekly</b>		

### Emotional Effort

This factor measures the nature, frequency and duration demands of the emotional effort required to undertake clinical or non-clinical duties that are generally considered to be distressing and/or emotionally demanding.

Examples of Typical effort(s)	How often per week / month?	For how long?	Additional Comments
<b>Occasional distressing or emotional circumstances</b> Dispensing of medicines to terminally ill, distressed patients and/or relatives. Dealing with clients/patients who may be irritable, awkward and aggressive.	<b>Monthly</b>		
<b>Occasional distressing or emotional circumstances</b> Managing staff problems, providing emotional support to distressed staff members, occasionally communicating personal/confidential information including disciplinary or grievance matters.	<b>Monthly</b>		

### Working Conditions

This factor measures the nature, frequency and duration of demands on staff arising from inevitably adverse environmental conditions (such as inclement weather, extreme heat/cold, smells, noise and fumes) and hazards, which are unavoidable **(even with the strictest health and safety controls)**, such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives, carers.

Examples of Typical Conditions	How often per week / month?	For how long?	Additional Comments
<b>Occasional/frequent unpleasant conditions</b> Handles contained chemicals, anaesthetic liquids, cytotoxic agents and heavy boxes of infusion fluids.	<b>Weekly</b>		
<b>Occasional/frequent unpleasant conditions</b> Exposure to verbal aggression from clients/patients.	<b>Monthly</b>		