



**University Hospitals
of North Midlands**

NHS Trust

Job Description and Person Specification

**PROUD
TO
CARE**



Join the UHNM Family

University Hospitals of North Midlands NHS Trust is one of the largest and most modern in the country. We serve around three million people and we're highly regarded for our facilities, teaching and research.

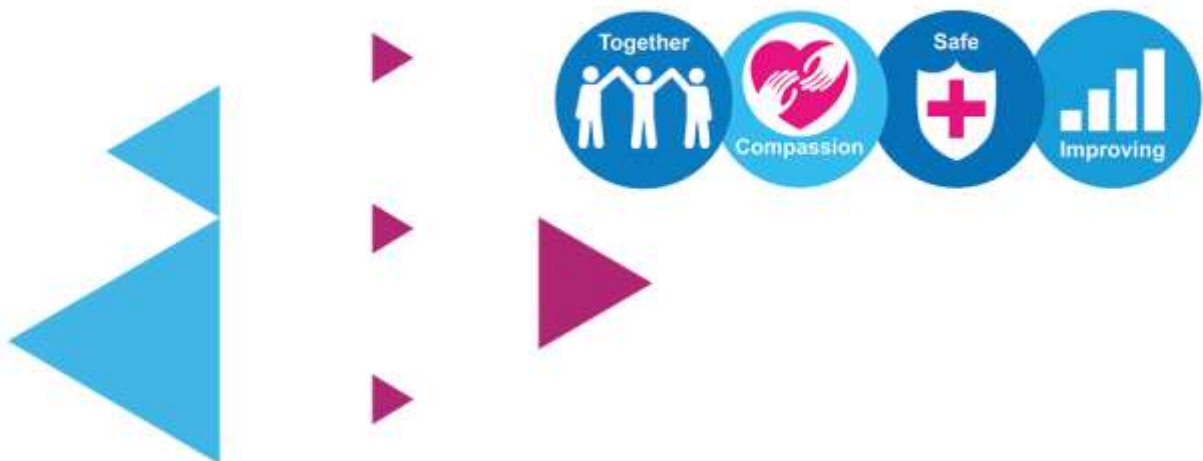
The Trust has around 1,450 inpatient beds across two sites in Stoke-on-Trent and Stafford. Our 11,000 strong workforce provide emergency treatment, planned operations and medical care from Royal Stoke University Hospital and County Hospital in Stafford.

We are a specialist Major Trauma Centre for the North Midlands and North Wales. Happy staff make for happy patients, and with the help of both we have put together a wide range of development and support packages aimed at ensuring that everyone at the Trust has the opportunity to fulfil their potential and meet their aspirations as well as the tools to provide great care.

Our mission to provide the very best health care includes recruiting the best people. Our goal is to be a world-class centre of achievement, where patients receive the highest standards of care and the best people come to learn, work and research.

The Trust also has a vibrant charity arm, UHNM Charity, which provides funds to enable University Hospitals of North Midlands NHS Trust to purchase state-of-the-art medical equipment and to enhance and improve patient experience and comfort.

Many of our staff are passionate about the service they provide and want to be part of something special. You can find out more about how our staff and patients are helping to improve the health, comfort and hospital experience of local people every day at www.uhnmcharity.org.uk



Values & Promises

We have four core values and promises that were co-created by our staff, patients and carers.



Together

- We are a Team – I will be considerate, help others to achieve our goals and support others to make positive changes
- We are Appreciative – I will acknowledge and thank people for their efforts and contributions
- We are Inclusive – I will be open and honest, welcome people's views and opinions and involve people in decisions that affect them



Compassion

- We are Supportive – I will be empathetic and reassuring. I will support and encourage people when they need it
- We are Respectful – I will treat people fairly, with respect and dignity, protect their privacy and help them to feel comfortable
- We are Friendly – I will be welcoming and approachable. I will make eye contact, say hello and introduce myself #hellomyname is



Safe

- We Communicate Well – I will explain clearly, share relevant and timely information and keep people updated
- We are Organised – I will plan ahead, manage my time well and be prompt in what I do
- We Speak Up – I will contribute to ensuring healthy and constructive feedback for all so we can feel safe to challenge inappropriate care and behaviour and promote our values



Improving

- We Listen – I will welcome people's views and ideas, invite people to ask questions and share their opinions and respond to what I hear
- We Learn – I will share best practice, celebrate good performance and support others to use their skills, learn and grow
- We Take Responsibility – I will have a positive attitude, act and encourage people to take the initiative and make improvements

Division: Children's, Women's and Diagnostics Division

Job Title: Specialist Clinical Pharmacist – Rotational

Band: Band 7

Location: UHNM

Hours: zero hours bank contract

Managerially accountable to: Identified Advanced Specialist Pharmacist

**Professionally accountable to: Clinical Director of Pharmacy
Pharmacy Directorate Manager and Principal
Pharmacist – Clinical Services**

Role Summary

Clinical Rotations -

The post holder will:

- Rotate through specified clinical specialties, across all sites of the Trust. These may include cardiothoracic surgery (including Cardiac Critical Care), paediatrics, medical admissions, trauma/critical care, adult cancer services, antimicrobial stewardship, medicines information, elderly care, general medicine, emergency surgery, neurosurgery and neurology. The rotations offered may alter according to the needs of the department.
- Develop knowledge and expertise within the rotation specialities and support the wider Pharmacy team to understand complex medication regimes when working in the speciality.
- Deliver a comprehensive and consistently high quality clinical pharmacy and medicines management service to specified wards in order to improve the quality of patient care, and to promote evidence based, cost-effective prescribing. The clinical pharmacy service will include daily ward visits, participation in consultant ward rounds and will be delivered in conjunction with the Pharmacist Team Leaders, Senior Pharmacists, rotational clinical pharmacists and medicines management technicians.
- Support the Directorate Pharmacist leads with service development projects and audits, guideline review and development. This will include presentation of the work at directorate, divisional and Trust level governance meetings for approval.
- Deputise for the senior pharmacists in leading the day to day service delivery
- Support the training and development of trainee pharmacists, junior pharmacists and pharmacy technicians by formal teaching, daily supervision and providing constructive feedback.
- Collaborate with the Team Leaders and Senior Pharmacists regarding the further development of pharmaceutical services provided to the Divisions.

- Provide comprehensive professional pharmacist support to both technical and ancillary staff providing a dispensing service at all dispensary sites within UHNM as part of the Departmental rota.
- Be involved in the teaching of medical, nursing and pharmacy staff.
- Participate in teaching the prescribing course to Keele University medical students.
- Work towards becoming an active independent prescriber, maintaining and expanding competencies as appropriate. Utilising these skills in relevant care settings.

Adult Cancer Services Rotation

The post holder will:

- Be a specialist pharmacist based upon the Cancer Centre satellite pharmacy delivering a comprehensive and consistently high quality clinical pharmacy service and medicines management service, to cancer patients, in order to improve the quality of patient care and promote evidence based, cost-effective prescribing.
- Work closely with the senior pharmacists for cancer services in the development of the services for the cancer patients including pre-admission screening of medicines and chemotherapy
- Assist the senior pharmacists for cancer services with the further development of the ARIA electronic prescribing system.
- Develop skills for delivering pharmacy input to cancer clinical trials at the UHNM.
- Participate in the day-to-day delivery of the pharmacy technical service by scheduled sessions within the manufacturing department complying with all MHRA regulations relating to a Specials Licensed Unit and GMP
- Be an authorised pharmacist for all pharmacy functions relating to the preparation and supply of intra-theal injections.

Antimicrobial Stewardship Rotation.

The post holder will:

- Assist the Antimicrobial Stewardship (AMS) team in the day to day provision of the clinical pharmacist service to the UHNM Department of Clinical Infections (ward 117, outliers and clinics)
- Work closely with colleagues in the Pathology department (Microbiology and Virology in particular) to ensure timely review of patients for whom infection-related investigations are reported
- Attend various MDTs (C Diff, OPAT, Bone& Joint, Haem/Onc, Valve/IE etc..) alongside colleagues in the AMS team and ensure any delegated actions are completed in a timely manner
- Prepare and present AMS-related papers to the Antimicrobial Stewardship Group and Infection Prevention & Control committee.
- Support the review and development of antimicrobial therapy guidelines and provide input into the publication of ratified guidance on the MicroGuide App
- Undertake AMS rounds (including ITU Micro rounds) based on priorities identified at the fortnightly AMS team meeting and any additional targeted ward reviews due to infection outbreaks or patient-specific interventions (which may include County site)
- Support the AMS team with any teaching / advisory duties required

- Act as a role model for good antimicrobial stewardship during and after their rotation.

Key Areas:

Communication and Relationship Skills

- Liaises, in person, in writing and by telephone, within the Specialist Directorates on all issues related to the use of medicines in accordance with the priorities set by the Lead pharmacist or Team Leader.
- Works closely with clinical and directorate pharmacists, medical and nursing staff to promote key prescribing messages, facilitate cost-effective prescribing, reduce the unnecessary or inappropriate use of medicines and improve therapeutic drug monitoring in accordance with the priorities set by the Lead pharmacist or Team Leader. This could include development of guidelines, procedures and policies based on national and regional directives.
- Provides specialist professional, clinical and scientific information and advice to the multidisciplinary healthcare staff, patients and carers regarding specialist medicine policies and procedures, within each rotation.
- Supports Lead Pharmacists in providing feedback on the progress of drug expenditure on a quarterly basis to the Pharmacy Team Leaders
- Acts as role model and mentor to junior pharmacists, Trainee pharmacists and pharmacy technicians, motivates pharmacy staff in all matters relating to the pharmaceutical care of patients
- Optimise and ensure the safe, clinically effective and cost efficient use of drugs within the relevant Division through a proactive and evidence based approach. This will involve working with senior medical, nursing and pharmacy staff.
- Promote optimal and appropriate drug use and high quality prescribing practice through: implementation of the Joint formulary, medicines management and antimicrobial prescribing initiatives; promotion of key prescribing messages; assisting in the development of prescribing guidelines and care pathways; assisting in the development of essential shared care guidelines and participating in multidisciplinary staff training.
- Assist the Pharmacist Team Leaders and Senior Pharmacists in the preparation of regular evaluated drug usage reports.
- Supervise and participate in the delivery of the clinical training programme for Trainee pharmacists and rotational clinical pharmacists (band 6). This will involve acting as a named mentor for a band 6 clinical pharmacist.
- Presenting project work to multidisciplinary groups through directorate, division and Trust governance framework.

Analytical and Judgemental Skills

- Critically evaluates and interprets evidence from published data to attain specialist knowledge which may be required when providing clinical advice to healthcare staff.
- Interprets prescriptions for medicine related problems such as dosage, drug interactions and appropriateness of therapy. Considers legality, clarity and risk associated with the prescription and makes interventions to ensure safety and optimal therapy.
- Participates in the systems to measure clinical input on the wards. Including Intervention monitoring and workload audits.
- Investigate pharmaceutical problems arising from the use of medicinal products and participates and encourages medical staff in adverse drug reaction reporting.

Planning and Organisational Skills

- Plans and organises own workload, will frequently be required to produce complex written information, data and verbal presentations, often at short notice and to meet set deadlines.

Responsibility for Patient Care

- Take accurate and adequately detailed patient medication histories on admission and make necessary recommendations to optimise patient drug treatment and promote cost effective prescribing.
- Work closely with, and supervise the work of any Medicines Management Technician(s) working within the Directorates thus ensuring effective team working, accurate drug history taking and an effective and timely discharge process in relation to medicines (including the re-use of Patient's Own Medicines).
- To contribute and participate in national and local risk management and clinical governance initiatives to improve the safe use of medicines.
- To promote clinical pharmacy and medicines management initiatives within Patient Services
- To be aware of and to work within all Trust Policies and Procedures as required whilst undertaking all aspects of your duties
- To counsel and communicate with patients on discharge about medication changes and specific medication advice to improve patient safety and successful discharge
- To ensure discharge letters are accurate on discharge to ensure effective communication between secondary and primary care

Responsibility for Policy and Service Development

- To contribute to the multidisciplinary identification, review and development and ratification of treatment guidelines and policies in specialist areas, in order to promote safe and evidence-based patient care.
- Address medicines management and pharmaceutical care issues relating to Specialist areas of practice during rotation.
- Contribute to the further development and annually review of UHNM Clinical Pharmacy Practice Policy and associated standard operating procedures.
- Ensure that the UHNM Pharmacy Directorate Policy on the Provision of Clinical Pharmacy services for Clinical Pharmacy and the associated standard operating procedures are adhered to in all aspects of your clinical pharmacy work.
- To comply with the legal and other requirements related to the purchase, supply, use, safe custody and destruction of drugs within the pharmacy and in all other areas of the hospital.
- Demonstrates awareness and commitment to the Trusts Clinical Governance Agenda and implements agreed Clinical Governance initiatives.

Responsibility for Financial and Physical Resources

- Supports Lead Pharmacists and Team Leaders in the preparation of usage and expenditure reports on the use of medicines within specialist Directorates. Identifies areas of potential cost savings in relation to drug expenditure and makes recommendations to lead pharmacists and Team leaders

- To identify and highlight changes in current prescribing practices that may impact on the drugs budget.
- Advises pharmacy and healthcare staff on the security and correct storage of medicines.
- In conjunction with the Pharmacy Team Leader – Clinical Information advises pharmacy procurement staff on issues related to the procurement of medicines.

Responsibility for Research and Development

- Participates and collaborates in practice research and audit projects
- Supervises the practice research and audit projects of junior members of staff.
- Participates in the identification of project and research work.
- To undertake and participate in multidisciplinary drug usage review and audit under the direction of the Senior Pharmacists.
- To participate in peer group review to ensure a unified message across the Divisions.
- Ensures original work is disseminated through poster presentation at pharmaceutical conferences

Emotional Effort

- Counsels patients about medicines, some of whom may be upset, some of whom may be aggressive due to length of time they have waited for their medicines.
- Able to work consistently with distressed patients and relatives providing challenges to the communication of medicine management messages.

Working Conditions

As with all registered pharmacists may, when carrying out duties in the pharmacy, handle hazardous materials e.g. cytotoxic drugs, which are carcinogenic and potentially teratogenic.

Personal/Professional Development

- Follow the UHNM Band 7 development pathway
- Complete the Clinical Pharmacy Diploma if not already complete.
- Complete the independent prescribing course if deemed appropriate.
- To take every reasonable opportunity to maintain and improve your professional knowledge and competence
- To participate in personal objective setting and review, including the creation of a personal development plan and the Trust's appraisal process.
- To comply with the Code of Ethics and Standards of the Royal Pharmaceutical Society of Great Britain
- To comply with the Continuing Professional Development requirements as required by the Royal Pharmaceutical Society of Great Britain

Health and Safety

- To take reasonable care for your own Health and Safety and that of any other person who may be affected by your acts or omissions at work.

- To co-operate with University Hospitals of North Midlands (NHS) Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to.
- To comply and adhere to individual and role specific responsibilities as stated in the Trust Health and Safety Policy (HS01) and all other Health and Safety related policies.

Equality and Diversity

UHNM is committed to the implementation of the Equality, Diversity and Inclusion Policy Which ensures equal opportunities for all. UHNM is also committed to embracing diversity and eliminating discrimination in both its role as an employer and as a provider of services. It aims to create a culture that respects and values each other's differences, promotes dignity, equality and diversity and encourages individuals to develop and maximise their potential. All staff are required to observe this policy in their behaviour to other workers and patients/service users

Infection Prevention

Infection Prevention is the obligation of every employee both clinical and non-clinical at the University Hospitals North Midlands NHS Trust. Driving down healthcare associated infection is everyone's responsibility and all staff are required to adhere to the Trust's Infection Prevention policy

All staff employed by the UHNM Trust have the following responsibilities:

Trust Dress Code

- Trust approved uniform/dress code must be adhered to
- When in clinical areas **all** staff must be bare below the elbow, without wrist watches, stoned rings, wrist jewellery, false nails, nail polish or plaster casts
- No personal bags to be worn during clinical duties

Hand Hygiene

- Decontaminate your hands as the per 'The five moments of hand hygiene'

Own Practice

- Lead by example
- Encourage and praise good practice
- Be prepared to accept advice about your own practice

Decontamination

- Ensure that equipment you have been using or about to use has been decontaminated effectively
- Ensure that you are aware of the Trust approved cleaning products, and follow a safe system of works

Trust Policies

- Ensure that you know and strictly follow relevant Infection Prevention policies for your role and apply standard precautions at all times, which is available in the Infection Prevention Manual on the UHNM intranet

Data Protection Act, General Data Protection Regulation (GDPR) and the NHS Code of Confidentiality

All staff are responsible for ensuring they are familiar with and adhere to the Trust's policies, procedures and guidelines with regards to the Data Protection Act, General Data Protection Regulation (GDPR) and the NHS Code of Confidentiality. This includes confidentiality, information security, cyber security, secondary use and management of records.

Staff have a responsibility in protecting the “rights and freedom” of natural persons (i.e. live individuals) and to ensure that personal data is not processed without their knowledge, and, wherever possible, that it is processed with their consent. Processing includes holding, obtaining, recording, using and disclosing of information and applies to all forms of media, including paper and images. It applies to both patient and staff information

Hence staff must ensure confidentiality is maintained at all times, data is recorded accurately and you only access this information as part of your job role

Safeguarding Children, Young People and Adults with care and support needs

All staff are responsible for ensuring that they are familiar with and adhere to the Trusts Safeguarding Children and Adults policies, procedures and guidelines. All health professionals who come into contact with children, parents, adults with care and support needs and carers in the course of their work have a responsibility to safeguard and promote their welfare as directed by the Children Acts 1989/2004 and the Care Act 2014. Health professionals also have a responsibility even when the health professional does not work directly with a child or adult with care and support needs but may be seeing their parent, carer or other significant adult.

All staff are required to attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to their role.

This job description is not intended to be an exhaustive list and may be subject to change from time to time. All documents referred to throughout this Job Description can be found on the Trust's intranet, or alternatively copies can be obtained from the Human Resources Directorate

Sustainability



Sustainability and Corporate Social Responsibility are fundamental to the way the University Hospitals of North Midlands NHS Trust (UHNM) work. The Trust has developed a Sustainable Development Management Plan (SDMP): '*Our 2020 Vision: Our Sustainable Future*' with a vision to become the most sustainable NHS Trust by 2020. In order to achieve this, we need the support of all staff. As a member of staff, it is your responsibility to minimise the Trust's environmental impact and to ensure that Trust resources are used efficiently with minimum wastage throughout daily activities. This will include minimising waste production through printing and photocopying less, reducing water waste and when waste is produced, it is your responsibility to segregate all clinical waste correctly and recycle. Switch off lights and equipment when not in use, report all faults and heating / cooling concerns promptly to the Estates Helpdesk and where possible minimise business travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

SWITCH to a Sustainable UHNM is a campaign that focuses on the sustainability of the Trust and how we can use resources more effectively to provide better patient care, improve our health and work place. SWITCH is looking to recruit as many Champions as possible to help to bring the campaign to colleagues in their departments / wards and bring SWITCH to life. If you are interested in becoming a SWITCH Champion please contact switch@uhns.nhs.uk

Disruptive Incident & Business Continuity

The Trust needs to be able to plan for, and respond to a wide range of incidents and emergencies that could affect health or patient care. These could be anything from severe weather to an infectious disease outbreak or a major transport accident.

All staff are required to have an awareness of the Trust's business continuity arrangements, as a minimum. All staff will be required to;

- To know how to identify a business continuity incident and the method for reporting;
- To have an awareness of local business continuity arrangements;
- To participate in awareness, training and exercises, as required;

In the event of a disruptive incident, all Trust employees will be required to attend work if they are fit and well and able to do so in line with a Trust risk assessment. Those who are clinically qualified will be required to work flexibly across the Trust to meet the service need in clinical areas. This will include front line clinical staff who will be expected to cover alternative duties as and when required in order to ensure that all essential services are maintained.

Signed Employee _____ Print _____ Date _____

Signed Manager _____ Print _____ Date _____

Rotational Specialist Pharmacist

Person Specification

	Specification	Criteria		Evidence
		Essential	Desirable	
Essential Qualifications	Masters degree in Pharmacy (MPharm)	✓		
	Member of the General Pharmaceutical Council (GPhC)	✓		
	Has successfully completed a minimum of one year of a Postgraduate Diploma in Clinical Pharmacy and studying for Postgraduate Clinical Pharmacy Diploma / MSc or equivalent Qualification or evidence of equivalent experience or training (band 7)	✓		
	Completed a Diploma in Clinical Pharmacy or equivalent advanced practice supported by training (band 7)		✓	
	Completed or working towards an Independent prescribing qualification. (band 7)		✓	
	Member of the RPSGB		✓	
	Member of the UKCPA		✓	

Knowledge, Skills, Training and Experience	Broad post registration experience in hospital pharmacy.	✓		
	Recent broad clinical pharmacy experience and knowledge.	✓		
	Commitment and evidence of professional updating and formal			
	continuous professional development (CPD)	✓		
	Experience of training and supervising other staff e.g. trainee pharmacists, work experience students	✓		
	Extensive hospital pharmacy operational experience e.g. technical services, MI, dispensary and clinical pharmacy		✓	
	Knowledge of directorate pharmacy services		✓	
	Evidence of involvement in pharmacy practice research and/or audit		✓	
	Previous experience of attendance on consultant ward rounds		✓	
	Previous experience in specialist clinical areas available at UHNM		✓	
	Effective verbal and written communication skills	✓		
	Methodical with effective organisational skills in the workplace. Able to prioritise workload and meet deadlines	✓		
	Ability to supervise the work of other staff and provide constructive feedback on performance	✓		
	Able to demonstrate initiative	✓		
	Interest in expanding knowledge and self development	✓		

	<p>Able to interpret and summarise a wide range of clinical information and demonstrate appropriate clinical knowledge and application</p> <p>Good knowledge and understanding of the formulation, preparation and therapeutic action of medicines</p> <p>Pride in establishing and maintaining high standards of work and have attention to detail</p> <p>Good analytical and evaluative skills</p> <p>Able to present written information clearly, concisely and accurately</p> <p>Able to contribute to the strategic planning and development of clinical pharmacy services to the Medicine Division</p> <p>Good knowledge of critical appraisal skills, evidence based medicine and formulary systems.</p> <p>Broad understanding of current hospital pharmacy practice</p> <p>Computer literate including ability to use Microsoft Word, email and internet</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		
Personal Qualities	<p>Professional appearance and credibility</p> <p>Pleasant manner and sociable behaviour</p> <p>Honest and trustworthy and able to maintain strict confidentiality at all times</p> <p>Self motivated with enthusiasm to work as a specialist clinical</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		

	<p>pharmacist and to contribute to the forward planning of the service</p> <p>Declared medically fit, by occupational health, to undertake employment duties taking into account, where necessary and required, all or any reasonable adjustments</p> <p>Ability to deal confidently and directly with the public, clinicians, members of the healthcare team and pharmacy colleagues</p> <p>Ability to work unsupervised and alone</p> <p>Ability to work in a busy environment and to remain calm and assertive under pressure</p> <p>Ability to work with other colleagues effectively as part of a team</p> <p>Flexibility with regard to change in work schedules</p> <p>Positive attitude</p> <p>Able to identify when to refer to senior staff for guidance / direction when necessary</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		
Other Job Requirements	<p>Must have ability to travel for out of hours work</p> <p>This post is rotational and covers rotations based at County Hospital and Royal Stoke University Hospital and the postholder must have the ability to work at either site.</p> <p>Ability to take part in working rotas including bank holidays and on-call</p> <p>Ability to adhere to policies, procedures and standards</p> <p>Flexibility in working hours to</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		

	<p>suit the needs of the Pharmacy Directorate.</p> <p>Must have ability to respond to urgent on-call requests within 30mins (including travel time) staff living further away from Trust than this are expected to arrange local overnight accommodation at their own cost</p> <p>Be prepared to undertake independent prescribing course</p>	<p>✓</p> <p>✓</p>		
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