

# CARDIFF AND VALE UNIVERSITY HEALTH BOARD

## JOB DESCRIPTION

### JOB DETAILS

**Job Title:** Specialist Pharmacist (Inflammatory Bowel Disease)

**Band:** 8a

**Department/Directorate:** Directorate of Pharmacy and Medicines Management

**Base:** UHL

**Clinical Board:** Clinical Diagnostics and Therapeutics

### ORGANISATIONAL ARRANGEMENTS

**Accountable to:** 1. Clinical Board Pharmacist (Managerially)  
2. Clinical director gastroenterology (Reporting)

**Responsible for:** 1. Supervises less experienced pharmacists, technicians and support staff.

### Our Values ‘ CARING FOR PEOPLE; KEEPING PEOPLE WELL ’

Cardiff and Vale University Health Board has an important job to do. What we do matters because it's our job to care for people and keep them well. We all want to do this to the best of our abilities – but we know that good intentions are not always enough.

At Cardiff and Vale University Health Board our values and example behaviours are:

We care about the people we serve <i>and</i> the people we work with	Treat people as you would like to be treated and always with <b>compassion</b>
We trust and respect one another	Look for <b>feedback</b> from others on how you are doing and strive for <b>better</b> ways of doing things
We take personal responsibility	Be <b>enthusiastic</b> and take responsibility for what you do.
We treat people with kindness	<b>Thank</b> people, celebrate success and when things go wrong ask 'what can I learn'?
We act with integrity	Never let structures get in the way of doing the <b>right thing</b> .

Our values guide the way we work and the way we behave with others. Post holders will be expected at all times to behave in accordance with our values demonstrating commitment to the delivery of high quality services to patients.

## **JOB SUMMARY**

Would provide a general gastroenterology service with a focus on Inflammatory Bowel Disease (IBD). They would provide an initiation and surveillance service for all patients on biologics and immunomodulators. This would improve patient education, safety and compliance and would reduce costs through unnecessary prescribing and dose adjustment. They would also review the gastroenterology formulary on a regular basis to instigate cost saving projects, as prices are adjusted and new products become available.

## **DUTIES AND RESPONSIBILITIES**

### **Core- Clinical Pharmacist for identified clinical speciality**

1. Based in the IBD infusion room, the pharmacist would screen new referrals before the initiation of biologic or immunomodulatory therapies to ensure they are safe to proceed. They would they write and dispense the prescriptions and instigate appropriate monitoring in the form of blood tests, drug levels and calprotectins.
2. Undertake and support IBD clinics to monitor stable patients on the above medications.
3. Perform regular reviews of prescribing formulary to adjust for new products and prices and provide recurrent cost savings.
4. Provide information on drug-related questions of a therapeutic, legal or procedural nature to doctors, nurses or other health care professionals, during visits to infusion room or during multidisciplinary meetings.
5. Collaborate with directorate and Clinical Board pharmacists on prescribing issues as required.
6. Promote evidence-based prescribing within gastroenterology directorate through the development of prescribing guidelines and pharmaceutical care plans.
7. Contribute to the development and audit of standards for clinical pharmacy services and participate in multi professional initiatives within the area of practice.
8. Provide comprehensive professional cover to the dispensary, as specified in departmental procedures.
9. Supervise and support pharmacy staff assigned to the given unit and within the dispensary.
10. When required, act as an accredited tutor in the given clinical speciality, for pharmacists undertaking the UWC Diploma in Clinical Pharmacy.
11. Provide educational sessions to allied health and patients, to meet IBD Standards.

### **IBD support**

1. Provide drug-related financial analysis and projections to the Gastroenterology Directorate, including monitoring expenditure and support for budget variance analysis to the Directorate Manager(s) and accountant(s).
2. Discuss changes in drug expenditure, cost containment etc. with the Directorate manager(s)/Clinical Director(s)/individual consultants.

3. Identify prescribing trends, new products, national guidance (e.g. NICE, NSF) etc. and their impact on expenditure; support Directorate management team.
4. Assist in the development and delivery of drug-related cost improvements.
5. Regularly attend Directorate operational and/or governance meetings and contribute to agenda items (as appropriate).
6. Contribute to the Directorate business plan(s) (as appropriate).
7. Monitor use of unlicensed drugs and non-formulary prescribing levels, assist with formulary applications and prepare business cases for new drugs.
8. Review clinical trial protocols to identify pharmacy service, risk management and Directorate expenditure implications.
9. Identify and develop Directorate relevant prescribing policies and communicate these to prescribers and pharmacy staff through recognised channels.
10. Identify areas of clinical risk related to drug therapy and agree strategies to reduce this.

**Independent and supplementary prescriber responsibility** (where agreed)

1. act as an independent and supplementary prescriber (in partnership with named independent prescriber(s)).
2. develop, agree and implement patient-specific clinical management plans
3. assess the patient, evaluate treatment outcomes and adjust therapy as required
4. prescribe drugs as required (where appropriate within the parameters of the clinical management plan)
5. work at all times within the relevant legal framework and Health Board policies and procedures relating to prescribing.

**GENERAL**

- **Performance Reviews/Performance Obligation:** The post holder will be expected to participate in the UHB individual performance review process, and as part of this process to agree an annual Personal Development Plan with clear objectives and identified organisational support.
- **Job Limitations:** At no time should the post holder work outside their defined level of competence. If the post holder has concerns regarding this, they should immediately discuss them with their manager. All staff have a responsibility to inform those supervising their duties if they are not competent to perform a duty.
- **Confidentiality:** In line with the Data Protection Act 1998 and the Caldicott Principles of Confidentiality, the post holder will be expected to maintain confidentiality in relation to personal and patient information including clinical and non-clinical records, as outlined in the contract of employment. This legal duty of confidentiality continues to apply after an employee has left the UHB. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of duties.
- **Health & Safety:** The post holder is required to co-operate with the health Boards to ensure health and safety duties and requirements are complied with. It is the post holder's personal responsibility to conform to procedures, rules

and codes of practice; and to use properly and conscientiously all safety equipment, devices, protective clothing and equipment which is fitted or made available, and to attend training courses as required. All staff have a responsibility to access Occupational Health and other support in times of need and advice.

- **Risk Management:** The UHB is committed to protecting its staff, patients, assets and reputation through an effective risk management process. The post holder will be required to comply with the UHB Health and Safety Policy and actively participate in this process, having responsibility for managing risks and reporting exceptions.
- **Safeguarding Children and Adults:** The UHB is committed to safeguarding children and adults therefore all staff must attend the required level of safeguarding children and adults training.
- **Infection Control:** The UHB is committed to meet its obligations to minimise infection. The post holder is required to comply with current procedures/policies for the control of infection, not to tolerate non-compliance by colleagues, and to attend training in infection control provided by the UHB.
- **Records Management:** The post holder has a legal responsibility to create, maintain, store and destroy records and other UHB information handled as part of their work within the UHB in line with operating procedures and training. This includes all records relating to patient health, financial, personal and administrative, whether paper based or on computer. The post holder has a duty to maintain the highest levels of data quality for all records through accurate and comprehensive recording across the entire range of media they might use. All staff have a responsibility to consult their manager if they have any doubts about the correct management of records with which they work.
- **Code of Conduct:** All staff are required to comply, at all times, with the relevant codes of practice and other requirements of the appropriate professional organisations e.g. GMC, NMC, HCPC etc. or the All Wales Health Care Support Worker (HCSW) Code of Conduct if you are not covered by a specific code through professional registration. It is the post holder's responsibility to ensure that they are both familiar with and adhere to these requirements.
- **Health Improvement:** all staff have a responsibility to promote health and act as an advocate for health promotion and prevention
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all UHB sites including buildings and grounds are smoke-free. Staff are encouraged to promote and actively support our No Smoking Policy. Advice and support on quitting smoking is available for all staff and patients. A hospital based service can be accessed by telephoning 02920 743582 or for a community based service, Stop Smoking Wales can be contacted on 0800 0852219
- **Equality and Diversity:** All staff have a personal responsibility under the Equality Act 2010 to ensure they do not discriminate, harass, or bully or contribute to the discrimination, harassment or bullying of any colleague(s) or visitors or condone discrimination or bullying by others. The post holder will be responsible for promoting diversity and equity of opportunity across all areas of your work. This applies to service delivery as an employee and for

any one who you may be working with. You will be made aware of your responsibilities to uphold organisational policies and principles on the promotion of equality valuing diversity and respecting people's human rights as part of your everyday practice.

- **Job Description:** This job description is not inflexible but is an outline and account of the main duties. Any changes will be discussed fully with the post holder in advance. The job description will be reviewed periodically to take into account changes and developments in service requirements.

**CARDIFF AND VALE UNIVERSITY HEALTH BOARD**

**PERSON SPECIFICATION – (PSP3g - 2021)**

**Job Title:** Specialist pharmacist IBD

**Post Number:**

**Band:** 8a

**Department:** Pharmacy

**Base:** UHL

**Service Group:** CD&T

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>QUALIFICATIONS</b>	MPharm or MSc pharmacy degree Membership of Royal Pharmaceutical Society of Great Britain. Post-graduate MSc/Diploma in Clinical Pharmacy. Accredited independent and supplementary prescriber, registered as such with professional body	Clinically related qualification Service development qualification	Application form. Interview Documentation
<b>EXPERIENCE</b>	Sufficient broad Post-Registration experience of working in a Hospital Pharmacy Department. Supervisory experience Expenditure reporting (Excel) and provision of Directorate support.	Experience of patient-orientated medicines systems. Management experience.	Application form Interview References
<b>SKILLS / KNOWLEDGE</b>	A good working knowledge of the day to day operation of hospital pharmacy. Good verbal/written communication skills. Negotiation skills Decision-making Good knowledge of pharmacology and therapeutics especially that relevant to clinical speciality. Evidence-based therapeutic benefits/risks Knowledge of economics of healthcare.	Organisational ability.	Application form Interview References
<b>PERSONAL QUALITIES</b> <i>(Demonstrable)</i>	Good communicator, motivated, able to work as part of a team. Positive attitude to change. Innovative and well organised.	Confident and calm. Assertive. Tactful. Persuasive.	Interview. References.
<b>OTHER</b> <i>(Please Specify)</i>	A commitment to self-study and self development.	Emotional resilience Welsh speaker	Application form. Interview. References.

**Date Prepared:**

**Prepared By:**

**Date Reviewed: 6<sup>th</sup> August 2021**

**Reviewed By: Timothy Banner**