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## JOB DESCRIPTION

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### Job Details

Job Title: Highly Specialist Clinical Pharmacist

Division: Clinical Support Services

Base: Pharmacy Department, North Manchester General Hospital

Band: 8a

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### Organisational Arrangements

Reporting to: Pharmacy Clinical Services Manager (NMGH)

Accountable to: Divisional Director of Pharmacy

Reports to: Lead Pharmacist for Medicine

Responsible for: Band 7 Clinical Pharmacists as allocated  
Band 6 rotational Pharmacists as allocated

Other accountabilities:

**Supervises:**

Rotational clinical pharmacist on specific directorate rotation

Trainee pharmacist on specific directorate rotation

Technicians and ATO's working in dispensary and in specific directorate areas

### Job Purpose

### DUTIES AND RESPONSIBILITIES

To develop and lead the Pharmacy team to deliver a high quality patient focused clinical pharmacy service within a specific directorate and to establish effective relationships with clinical staff and other stakeholders.

To be responsible for directorate financial savings, including CIP savings from the medicines budget as agreed and ensure the economic use of medicines.

Work with the Clinical Services Manager for Pharmacy and Divisional Director of Pharmacy in the delivery of Pharmacy Performance standards for the directorate linked to the MFT Annual Plans and corporate objectives.

To ensure all relevant CQUIN and other relevant targets are delivered for the directorate.

To be the lead for clinical governance of medicines management issues within the directorate, ensuring issues are addressed and communicated with the directorate.

To line manage allocated band 7 and/or band 6 pharmacists within the pharmacy team.

To lead and organise the pharmacy team and the daily service provision to the directorate and ensure the delivery of a high quality patient focused clinical pharmacy service.

To monitor and audit the medicines management practices of all other healthcare professionals within the directorate and regularly educate and feedback through local training, audit and at directorate level meetings.

To provide clinical training and supervision of other departmental staff within directorate and the Trust and undertake competency assessments of staff within the team.

To ensure the safe, effective and economic use of medicines within the directorate utilising sound medicines management and clinical governance principles.

To work as a Pharmacist Independent Prescriber for the benefit of inpatients and possibly outpatients, within a specified directorate once qualified (if applicable)

Act as a source of pharmaceutical expertise advising patients, carers, medical staff, nurses and AHP's within the directorate.

## **DUTIES AND RESPONSIBILITIES**

### **Clinical**

Take a lead role in managing the provision of a specialist clinical pharmacy service to the directorate and associated departments in accordance with professional, departmental and Trust policies. This will include:

- Undertake medicines reconciliation on admission and transfer between organisations/sites
- Reviewing medication to ensure safe and effective use including taking a proactive role in identifying opportunities to optimise patient's medication
- Formulation of individual pharmaceutical care plans for patients
- Reviewing and updating of care plans depending on response, results of investigations and adverse effects
- Therapeutic drug monitoring for specific drugs
- Educating patients about their drug therapy and identifying ways to improve adherence
- Developing evidence-based treatment protocols for use either within the directorate or across the trust where appropriate
- Facilitating the implementation of local and national guidelines where appropriate.
- Ensuring an efficient discharge process for medication and advice to patients

To ensure the highest standards and quality of Pharmaceutical Care are delivered by providing leadership on the delivery and implementation of national and local quality standards and targets.

Provide specialist pharmaceutical information to medical staff, nursing staff, other trust staff, General Practitioners and primary care pharmacists where appropriate.

Participate in consultant ward rounds and multidisciplinary meetings within the directorate/division where relevant to the service.

Facilitate patient discharge/transfer from hospital in line with current departmental procedures to ensure seamless pharmaceutical care across the primary/secondary care interface.

Record contributions to patient care in the medical notes and report medication errors via the trusts incident reporting system.

To promote the reuse of medicines and support self administration of medicines to improve concordance

To provide specialist directorate input into the horizon scanning process, involving liaising with the clinical lead and consultants and producing a written report for the specialist area.

To lead on the development and review of medicine protocols, guidelines and integrated care pathways for use within the directorate and trust.

To be responsible for ensuring prescribing within the directorate aligns with the GMMMG formulary.

To be responsible for the safe use of unlicensed medications within the specialist area, including the development of supporting information for patients and healthcare professionals and support in completion of unlicensed medication request application documents.

To ensure 3 monthly reviews of ward/departmental pharmacy stocklists are undertaken.

To work with the Medicines Optimisation team to support harmonisation and optimisation of medicines guidelines and policies across MFT.

To assist the directorate in addressing any medicine management issues from relevant NICE guidance, pathways, quality standards or other national guidance under the direction of the Medicines Optimisation team

To promote and implement trust medicines / prescribing policies and guidelines.

To be aware of clinical trials underway within the directorate and liaise with and support the pharmacy clinical trials team where required.

Participate as necessary in the emergency duty cover, late night, Saturday, Sunday and Bank Holiday rotas and in line with any flexible working, which may be introduced in the future.

To provide support and telephone advice to the on-call pharmacist as required.

To provide specialist clinical pharmacy support to the directorate and attend the directorate meetings.

To promote the delivery of pharmacy services as described in the departmental Clinical Pharmacy Standards/SOPs within the directorate team by setting the example for service delivery and monitoring service delivery by team members. Failures to follow the clinical standards/SOPs should be addressed with individuals and escalated where necessary to the Pharmacy Clinical Services Manager (NMGH).

## **Management**

To line manage allocated band 7 and/or band 6 Pharmacists

To co-ordinate the pharmacists and technical staff allocated to the directorate team on a day to day basis to ensure the delivery of high quality patient focused clinical pharmacy service to a specific directorate.

To manage attendance and competency issues for line managed staff.

Demonstrate a working knowledge and application of the Trust's Policies, Procedures and Guidelines and actively contributing to their development.

To produce monthly updates and a period performance report to the Chief pharmacist, Divisional Director of Pharmacy and Clinical Services Manager for Pharmacy on the delivery of financial, CQUIN and pharmacy targets (including key Performance Indicators) within the directorate.

Liaise with appropriate health care professionals within Primary Care Trusts to ensure the effective and efficient use of resources across the primary/secondary care interface and where necessary develop shared care protocols for patients within the directorate.

Act as change agent by recognising service needs. Take a pro-active role in the development and implementation of services in accordance with local, Trust and national requirements.

Work with Divisional Director of Pharmacy and Clinical Services Manager for Pharmacy in the delivery of Pharmacy Performance standards for the directorate linked to the MFT Annual Plans and corporate objectives.

To ensure all line managed staff attend all aspects of trust and local induction and mandatory training sessions and to take action when this requirement is not adhered to. Proactively ensure induction plans are followed for new starters with regular progress reviews and competency sign off for delivery of clinical pharmacy services as per the clinical standards.

To ensure all line managed staff have an annual appraisal and regular one-to-one meetings.

To be responsible for directorate financial savings, including CIP savings from the medicines budget as agreed and ensure the economic use of medicines.

To contribute to the formulation and delivery of annual savings target.

### **Audit, Research, development, Education and Risk**

Take a lead role in the writing of shared policies, procedures and guidelines.

Work together with Clinical Services for Pharmacy Manager and Medication Safety Pharmacist to review relevant adverse incidents reported, clinical risk and review and manage associate action plans.

Undertake clinical audit and practice research within the pharmacy department and the specific directorate and produce publications or conference presentations.

To identify, assist in the development of and supervise audits to be carried out by undergraduate pharmacy students, trainee pharmacists and pharmacists undertaking a diploma in clinical pharmacy.

To be the lead pharmacist for any educational talks to patients about medicines within the directorate

To supervise and facilitate the training of rotational and trainee pharmacists through the directorate rotation and ensure that end of rotation reviews are completed.

To contribute to the preparation and delivery of education and training to pharmacy, nursing, medical and other professional staff.

To act as clinical tutor to junior pharmacists undertaking clinical diplomas or act as a trainee pharmacist tutor.

To attend and participate in pharmacy educational meetings.

To provide mandatory training for the trust as required.

To attend the directorate clinical audit meetings, and present any relevant audits to that meeting.

To ensure complaints and incident reports are investigated and are used as lessons for learning. Ensure trends are monitored and analysed as appropriate.

Participate in the recruitment and retention of appropriate staff taking on an active role in the positive promotion of the Trust.

Promote and establish an environment that encourages health promotion and health education.

Provide clinical training and supervision of other departmental staff within the directorate and Trust and undertake competency assessments of staff within the team.

### **Professional**

To maintain high standards of work at all times, in line with the General Pharmaceutical Council standards and being conscious of the professional image of the department.

Provide professional and legal clinical supervision in the dispensary as allocated.

Participate in Continuing Professional Development, as per department policy and national requirements from the General Pharmaceutical Council.

Comply with legal and other requirements related to the purchase, supply, use, safe custody and destruction of drugs within pharmacy and in all other areas of the hospital.

Act as a role model at all times and lead by example.

### **Additional information**

1. This job description is intended to be a guide to the general scope of duties and is not an inflexible specification. It is subject to review and may be amended in the light of service developments. Any review will be undertaken in conjunction with the post-holder.
2. The employee shares with the employer the responsibility for suggestions to alter the scope of duties to improve the working situation

3. Statutory regulations are applied and include those relating to the health and safety at work act and COSHH
4. Those with responsibility for the management of staff must appraise those staff in accordance with the Trust's guidelines for Appraisers. The appraisal process is concerned with ensuring that teams know what is expected of them, that they are developed to undertake those responsibilities and that they have the opportunity to receive constructive feedback. It is the manager's responsibility to ensure the process happens at least annually and that all staff have a current personal development plan.

## **SUPPLEMENTARY INFORMATION**

### **1. EFFORT & ENVIRONMENT FACTORS**

#### **Physical Effort**

The post involves walking long distances over the course of a day between various wards and departments, including climbing flights of stairs on numerous occasions.

Within the dispensary post holder will be required at times to lift/move heavy boxes of fluids/enteral feeds etc.

The post holder also stands for long periods of time on wards and at the checking bench in the dispensary and spends short episodes sat at computer accessing patient results, searching for medicine information or writing reports

#### **Mental Effort**

Post holder will be required to concentrate for long periods of time including reviewing prescription charts, working out calculations for dose regimens, critically appraising clinical trials to help advise the directorate on drug use.. Post holder will often be interrupted during the course of the day to respond to urgent requests. Will also be required to think quickly and make clinically important decisions whilst on consultant ward rounds.

#### **Emotional Effort**

Post holder will frequently have to deal with distressed patients and relatives, having to counsel patients who may have just been told they have a terminal illness or have just suffered from a major life-threatening event (e.g. MI, Stroke).

Deals with mentally unstable, confused patients or those who may have learning difficulties, where there are significant communication difficulties.

Will occasionally have to deal with distressed patients /relatives following a medication error

#### **Working Conditions**

Regularly has to deal with upset/angry patients or members of staff.

Is exposed to offensive smells and odours on a daily basis during visits to ward areas (e.g. Vomit, faeces, urine)

May be exposed to cytotoxic drugs and other noxious drugs

#### **General & Corporate Duties**

#### **Risk Management**

It is a standard element of the role, and responsibility of all staff of the Trust, 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.

#### **Records Management/ Data Protection**

As an employee of the Trust, you have a legal responsibility for all records (including patient health, financial, personal and administrative) that you gather or use as part of your work with the Trust. The records may be paper, electronic, microfiche, audio or videotapes, or x-ray images. You must consult your manager if you have any doubt as to the correct management of the records with which you work.

#### **Confidentiality and Information Security**

As a Trust employee you are required to uphold the confidentiality of all records held by the Trust, whether patient records or trust information. This duty lasts indefinitely and will continue after you leave the trust employment. All employees must maintain confidentiality and abide by the Data Protection Act.

## **Data Quality**

All staff are personally responsible for the quality of data entered by themselves, or on their behalf, on the Trust's computerised systems or manual records (paper records) and must ensure that such data is entered accurately to NHS data standards, in a timely manner to ensure high standards of data quality in accordance with the Trust Data Quality and Clinical Record Keeping Policies.

To ensure data is handled in a secure manner protecting the confidentiality of any personal data held in meeting the requirements of the Data Protection Act 1998, Caldecott recommendations and other relevant legislation and guidance are applicable and should be adhered to.

## **Health and Safety**

All employees of the Trust have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Trust to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Trust's undertakings.

## **Infection Prevention**

As member of a clinical team your personal contribution to reducing healthcare associated infections (HCAIs) require you to be familiar with the Trust's Infection Control Manual including the Hand Decontamination Policy, Personal Protective Equipment Policy, safe procedures for using aseptic techniques and safe disposal of sharps. You must be aware of your role in the decontamination of patient shared equipment and are required to attend mandatory training in Infection Prevention & Control and support the Trust in achieving compliance with the Health Act 2006(all measures known to be effective in reducing Health Care Acquired Infections).

## **Trust Policies**

The Trust operates a range of policies, e.g. Human Resources, Clinical Practice (available on the Trust's intranet). All Trust employees must observe and adhere to the provisions outlined in these policies.

## **Equal Opportunities**

The Trust provides a range of services and employment opportunities for a diverse population. As a Trust employee you are expected to treat all patients/customers and work colleagues with dignity and respect irrespective of their background.

## **Safeguarding**

All employees have a duty and responsibility to protect and safeguard children, young people and vulnerable adults. They must therefore be aware of child and adult protection procedures to take appropriate and timely safeguarding action, and reduce the risk of significant harm to adults and children from abuse or other types of exploitation.