

Central and North West London NHS Foundation Trust Pharmacy Department

Job Description

Job Title:	Rotational Foundation Pharmacist (Band 6 to Band 7 progression post)
Hours and salary:	<p>Agenda for Change Band 6 (progressing to Band 7 after completion of key objectives)</p> <p>37.5 hours per week</p> <p>Late duty, Saturday, Bank Holiday and On-Call commitment based on rota</p>
Location:	St Charles Hospital, W10 6DZ

In order to meet the needs of the Trust's services you may be required from time to time to work outside your normal place of work. The Trust reserves the right to change your normal place of work to any other location within the Trust based on the needs of the services

Responsible To:	<p>Advanced Specialist Pharmacist</p> <p>Borough Lead Pharmacist</p> <p>Associate Chief Pharmacist for Jameson</p>
Accountable To:	Chief Pharmacist, CNWL NHS Foundation Trust
Key Relationships:	<p>Pharmacy staff</p> <p>Consultants and other grades of medical staff</p> <p>All grades of nursing staff</p> <p>Members of Multidisciplinary Treatment Teams (e.g. occupational therapist, psychologist, social worker)</p> <p>Ward Managers</p> <p>Community team staff</p> <p>Carers, service users and patients</p> <p>Carer/service user groups</p>

Interact with all team members, service users, patients, families and carers in a manner that is open and inclusive in line with the Trust values.

Job Purpose:

- To deliver a comprehensive medicines optimisation service to Central and North West London NHS Foundation Trust (CNWL) patients and the multidisciplinary treatment team responsible for their care, in line with Trust policies, procedures and standards

- To develop the clinical knowledge and skills to practice competently as a foundation pharmacist under the Postgraduate Diploma in General Pharmacy Practice
- To deliver a safe, and effective dispensing and supply service to St Charles Hospital when required, as per rota.
- To cover for other pharmacists in their absence.
- To work with Medicines Optimisation Pharmacy Technicians (MOPT) in the delivery of medicines reconciliation and discharge counselling.
- To provide input into policy and procedures affecting the use of medicines at local and Trust wide level under direction of the Advanced Specialist Pharmacist.
- To act as a Practice Supervisor in the training and education of pre-registration pharmacists.
- To participate in the pharmacy on-call service (Emergency Duty Cover, bank holiday rotas) and a Saturday service at the St Charles Hospital site.

Main Responsibilities:

Operational Tasks

- To provide a final accuracy check on prescriptions dispensed by pharmacy staff.
- To ensure that work is undertaken in accordance with departmental policies and procedures.
- To provide counselling to patients on their prescribed medication.
- To participate in the labelling, dispensing, checking and other processes involved with clinical trials medicine at St Charles Hospital in accordance with the standard operating procedures following a period of suitable training and accreditation.
- To participate in on call, late duty, weekend and bank holiday duties as per departmental rota

Clinical Practice

- Ensure safe and appropriate use of medicines in order to maximise benefit and minimise risk to patients. This includes regular review of prescriptions, identification of significant drug interactions, advice for clinical monitoring, compliance with legal aspects (Medicines Act, Mental Health Act) of medicine supply and compliance with the Trust formulary.
- Provide a clinical pharmacy service at ward level, as specified in the CNWL Clinical Pharmacy Standards and as part of the MDT:
 - Review prescriptions for safety, appropriateness and legality and identify actual or potential problems.
 - Resolve any identified medicine-related problems with medical, or nursing staff, or other appropriate healthcare professionals e.g. GP.
 - Ensure the effective, timely and accurate supply of medicines suitable for use as an inpatient and appropriately labelled for discharge if applicable.
 - Ensure the effective outcomes of treatment with medicines
 - Monitor patients for potential and actual adverse effects of their medicines
 - Take steps to ensure patients understand the purpose of their medicines and deal with any practical issues that may prevent the optimal use of their medicines
 - Undertake medicines-related consultations to inpatients during their admission and run medication groups on the ward.
 - Support the planning for discharge, including liaising with the relevant community and team pharmacists for follow-up appointments where appropriate
 - Demonstrate professional accountability to patients.
 - Ensure the safe and legal handling of controlled drugs.
 - To facilitate and actively promote self-medication on the rehabilitation and long stay wards.

- To provide advice to clinicians on medicines, including the use of unlicensed medicines use and areas of practice where the evidence base is lacking, liaising with the medicines information pharmacists where appropriate.
- Reduce risk associated with medicines use by contributing to the safe medication practice agenda. This will include identification and reporting of medicines related errors.
- Develop and demonstrate expert clinical knowledge in appropriate areas.
- Be familiar with the use of breakaway techniques.
- Be responsible for continually updating their skills and knowledge by contributing to and engaging in regular supervision as per Trust and departmental policy, attending department and developmental meetings.
- To work within the multidisciplinary team and make appropriate referrals to other members of the multidisciplinary team and within the pharmacy department.
- To assess medicine regimes both during enquiry answering and/or routine ward visits providing highly specific advice to other clinical teams members on the management of often complex medicine related issues, such as complex drug interactions, medicine use in pregnancy, unlicensed use of medicines etc.

Communication

- Identify and respond to the pharmaceutical information needs of patients, carers, doctors, nurses, and other members of the healthcare team. Information will be required to be presented on an individual case basis or as part of structured medication education groups. This will be under supervision of a specialist pharmacist.
- Ensure information is provided in a timely manner, to the appropriate individual (in accordance with the degree of urgency of the request or issue identified).
- Be able to present information in a suitable format (e.g. written and/or verbal) and style for the target audience. Barriers to effective communication may include learning disability, mental impairment, non-consenting/noncompliant patients, and patients detained under the mental health act who may be violent/ aggressive.
- Assist in communicating relevant CNWL Trust decisions and policy relating to medicines to local clinical areas.
- To relay comments, suggestion and feedback regarding the pharmacy service to the pharmacy team in a timely manner

Training

- To assist in the preparation and delivery of training for clinical staff (e.g. nurses, support workers, junior doctors) working within CNWL as requested by the Advanced Specialist Pharmacist or Borough Lead Pharmacist.
- To act as a clinical role model to the pharmacy team, and Practice Supervisor to pre-registration pharmacists and undergraduate pharmacy students.

- To assist in the education and training of pre-registration pharmacists and summer students as part of the pharmacy department training programmes.
- To provide education and training to the pharmacy team on a range of training needs, i.e. participate and contribute to the CNWL Pharmacy Continuing Professional Development/Continuing Education Programme.
- To be responsible for own continuing professional development (CPD) and portfolio in order to continue to update clinical knowledge and skills and maintain registration with the General Pharmaceutical Council
- To remain up-to-date in Statutory and Mandatory training as directed by the Trust.
- To undertake a postgraduate diploma in Clinical Pharmacy Practice and undertake the requirements of a learning agreement.
- To develop knowledge and skills via in-house and other foundation level training.

Policy and/or Service Development

- Support local implementation of Trust policies and procedures within operational or clinical area.
- Review and propose changes to Trust medicine related policies and decisions.
- Support local implementation of Trust Medicines Management Policies within own clinical area.
- Provide information and advice on medicines management aspects of clinical governance in line with Trust Medicines Management Group policy.
- Be responsible for ensuring medicines are handled safe and securely within designated clinical areas.
- Identify and undertake project work in order to make improvements within own clinical area.
- Assist in the delivery of the modernisation agenda for pharmacy services under the direction of the Lead Pharmacist.

Management of Resources

- To provide day to day support to junior pharmacy, pre-registration pharmacists, and pharmacy support staff.
- To be responsible for planning and organising own workload in accordance with the requirements of the job
- To be responsible for managing medicines storage and security (prescription only medicines and medicines specified in the Misuse of Drugs Act).
- To be responsible for medicines supply (e.g. stock lists) for specified services ensuring appropriate quantities are stored in accordance with the changing clinical needs of each clinical environment to minimise waste and reduce risk.
- To be aware of, and adhere to, Trust formulary restrictions to promote judicious use of the medicines budget.

Research and Development

- To participate in the CNWL Trust wide Medicines Audit programme/POMH audit. This includes supporting collection of data.
- To identify and undertake medicines audit at the local CNWL directorates and re-audit where appropriate.
- To participate in and develop quality improvement initiatives.
- To promote and engage in research and medicines evaluation as required by the Chief Pharmacist.
- To clinically screen, dispense and accuracy-check clinical trials prescriptions as required by the Clinical Trials Pharmacist.

- To facilitate clinical trials in designated clinical areas as required.

Rider Clause

This is an outline of the post holder's duties and responsibilities. It is not intended as an exhaustive list and may change from time to time in order to meet the changing needs of the Trust and Department.

Supplementary Information:

In the course of their duties the post-holder may be:

- Frequently exposed to distressed patients due to the nature of their illness i.e. suicide, deliberate self-harm, overdoses, abuse and the undesirable adverse effects of specific complex drug treatments e.g. sexual side effects, weight gain and lack of insight for the need of treatment.
- Occasionally exposed to unpleasant smells and body fluids on the wards
- Occasionally exposure to verbal aggression from patients on wards and from outpatients and potential risk of physical aggression from patients.

The work pattern may be frequently unpredictable due to constant changes and demands and interruption from healthcare professionals or patients.

Physical effort includes regular travel to off site locations (e.g. rehabilitation units).

Pharmacy services will be provided to the inpatient services, outpatient services, Rehabilitation Units (physical and mental health), Community Mental Health Teams (CMHTs), and Home Treatment Teams (HTTs).

The post holder will be based at St Charles Hospital but may be required to travel off-site to provide pharmacy services or attend meetings at other trust locations.

In addition the post holder may need to provide support to pharmacy teams within acute sites regarding mental health care of patients under the care of CNWL.

Emergency Duty Cover, late duty, bank holiday rotas and Saturdays/Sundays as per current departmental practice.

Notice Period: Dependent on grade

Job Flexibility

The post holder will be required to work flexibly, providing assistance as and when necessary, which may involve them in a developing role.

Working Relationships

The working relationship between all members of staff should be mutually supportive, with staff deputising and covering for each other when appropriate.

Health and Safety

Central and North West London NHS Foundation Trust has a Health and Safety Policy applicable to all employees. Employees must be aware of the responsibility placed on them under the Employment Rights Act 1996, to ensure that agreed safety procedures are carried out, and to maintain a safe environment for employees, patients and visitors.

Infection Control

The prevention and control of infection is the responsibility of everyone who is employed by Central and North West London NHS Foundation Trust. Employees must be aware of infection control policies, procedures and the importance of protecting themselves and their clients in maintaining a clean and healthy environment.

Improving Working Lives

Central and North West London NHS Foundation Trust is committed to the principles of Improving Working Lives and all managers are encouraged to follow Improving Working Lives practices. Consideration will be given to all requests for flexible working in line with Trust policy.

Staff Involvement

Central and North West London NHS Foundation Trust is committed to involve staff at all levels in the development of the organisation.

Managers should ensure that staff are encouraged and involved in organisational and service developments including business planning and they are able to influence discussions, which affect them and their working conditions.

All managers should engender a culture of openness and inclusion so that staff feels free to contribute and voice concerns. They should develop and implement communication systems that ensure staff are well informed and have an opportunity to feedback their views.

Smoking

Central and North West London NHS Foundation Trust acknowledges its responsibility to provide a safe, smoke free environment to its employees, patients and visitors. In expressing its commitment to the prevention of smoking related diseases, the Trust has a 'Non Smoking Policy' and all Trust buildings and vehicles are designated as smoke free areas.

Alcohol and illicit substances

Employees are expected to be aware of and understand that Central and North West London NHS Foundation Trust has a policy on alcohol and illicit substances. Alcohol and or the use of illicit substances is not permitted whilst on duty.

Confidentiality

Employees should be aware that the Trust produces confidential information relating to patients, staff and commercial information. All employees have a responsibility for ensuring the security of information and to comply with the Data Protection Acts, Access to Health Records and Computer Misuse Act. Disclosure of personal,

medical, commercial information, systems passwords or other confidential information to any unauthorised person or persons will be considered as gross misconduct and may lead to disciplinary action which may include dismissal.

Equal Opportunities

All employees of Central and North West London NHS Foundation Trust are expected to be aware of, and adhere to, the provision of the Trust's Equal Opportunities Policy, and to carry out their associated duties and responsibilities under this policy. As users of the disability symbol, the Trust guarantees to interview all disabled applicants who meet the minimum essential criteria for a vacant post.

Grievances, Disputes, Disciplinary and Other Industrial Relations Procedures

Central and North West London NHS Foundation Trust has grievance, disputes, disciplinary and other industrial relations procedures. Employees are required to make themselves aware of these procedures, copies of which are available on the Trustnet, from your manager and the Human Resource Directorate.

Personal Development

The post holder is expected to co-operate in activities which line management believes will contribute to personal and/or to team growth. This includes attending supervisory sessions and training modules, both at their work base and other selected venues of instruction.

Conflict of Interest

Employees are expected to declare any private 'interest or practice', which might conflict with their NHS employment, and be perceived to result in actual or potential financial or personal gain.

Working Time Regulations

The Working Time Regulations 1998 require that you should not work more than an average of 48 hours each week i.e. no more than 816 hours in a 17-week period. To work more than 48 hours you must have management authorisation and you will be required to sign an opt out agreement.

The Trust policy has a limit of 60 hours per week and all staff must ensure a 24 hour rest period is taken in every 7 days.

Conditions of Employment

The Trust will screen all staff who will be working with children and police checks will be carried out on all staff appointed to posts which have access to children.

This will also apply if role develops to include access to children.

Terms and Conditions

The terms and conditions of service associated with this position are those agreed by the Trust.

Hours of work: 37.5 hours per week

Annual leave: As per Agenda for Change Terms and Conditions:

0-5 years NHS Service	27 days per annum
5-10 years NHS Service	29 days per annum
10 years + NHS Service	33 days per annum

Your employment by the Trust is subject to a probationary period of up to 13 weeks, during which time you will be required to demonstrate to the Trust's satisfaction your suitability for the position in which you are employed. This period may be extended at the Trust's discretion and is without prejudice to the Trust's right to terminate your employment before the expiry of the probationary period.

In addition, during your probationary period, the Trust's disciplinary; capability or sickness policies will not apply to you.

Sachi Patel
Advanced Specialist Pharmacist
March 2024