



OUTLINE JOB DESCRIPTION

Job Title: Clinical Psychiatric Pharmacist

Grade: 7

Reporting to: Deputy Chief Pharmacist

Accountable to: Chief Pharmacist

Location: Based at Central Pharmacy, Highcroft Site

Job Purpose

To take part in the specialist clinical pharmacy service to the Birmingham and Solihull Mental Health Foundation Trust, including ward visits, participation in MDT meetings and the Central Pharmacy Service

Job Summary: to

- Work with other healthcare professionals in the provision of a pharmaceutical service to a client group which includes some with very specific needs and difficulties and others who may exhibit severe challenging behaviour
- To provide specialist clinical pharmacy input by being an active member of multidisciplinary teams
- To participate in audit and clinical governance systems.
- To provide medicine related information to doctors, nurses and other health care professionals, as well as patients and their carers.
- To develop implement and monitor medicines management systems promoting economical, safe and rational use of drugs, including reduction in waste. To ensure teams are aware of the costs associated with medicines and therapeutic drug monitoring
- To liaise with medical and nursing staff to improve medicines control across the directorate
- To develop innovative ways of working to improve patient progress through the service
- To participate in research and development in conjunction with pharmacy, nursing and medical colleagues, and other healthcare professionals.
- To participate in and encourage the recognition and reporting of adverse drug reactions
- To participate in the managed introduction of new medicines
- To be conversant with the departmental and trust computer systems.
- To adhere to all national, professional, and local policies and procedures.
- To ensure that personal training needs are met.
- To participate in education and training for all grades of staff.
- To act in a managerial capacity in the absence of a more senior member of pharmacy staff
- To carry out emergency duty commitment as necessary

Key Communications and Working Relationships

Internal: The Pharmacy team and Heart of Birmingham management team.

External: All departments and disciplines within the trust, nursing and medical staff, patients and carers, voluntary organisations, clozapine monitoring service, other pharmacy departments, community pharmacists, pharmaceutical industry, College of Mental Health Pharmacy (CMHP), local universities and other institutes of further education.

Organisational Chart
See attached chart

Principal Duties and Responsibilities

Clinical: to

- Participate and provide specialist clinical input to wards and units within BSMHFT including being an active member of one or more multidisciplinary teams.
- Utilise the available IT systems to produce all necessary reports and communications
- Adopt a problem solving approach to the therapeutic dilemmas of individual patients.
- Regularly review, monitor and evaluate prescriptions, and participate in discussion and provide advice on treatment options.
- Use professional judgement to monitor and audit prescriptions for legality, legibility and potential drug interactions, contraindications, sensitivities and appropriateness, in order to facilitate administration at ward level as well as the dispensing process and to enable the checking technicians to perform their final check.
- Respond to requests for advice and information on medicines related issues.
- Liaise with community staff and local services to promote seamless care upon admission to and discharge from hospital.
- Advise on therapeutic drug monitoring (TDM) of medication to ensure appropriate and economical use of the service including sampling and correct interpretation of results and recommendations for changes in therapy
- Prepare comprehensive medication histories for patients as required to inform future treatment decisions.
- Participate in Care Program Approach (CPA) case conferences, to offer specialist advice and input to care plans as appropriate
- Participate in audit of medicines management systems set up by the Trust to promote economical, safe and rational use of medicines.
- Be responsible for the safe and accurate supply of medication to patients and carers
- Provide, sometimes complex, individualised written and verbal information about medication to patients and carers, according to needs as dictated by mental health, gender and ethnicity.
- Educate patients about specific healthcare issues, e.g. smoking cessation, weight management, inhaler technique and the potential impact of illicit substances.
- Be responsible for advice on the use of medication in rapid tranquillisation for the management of violent and aggressive behaviour, according to the Trust Rapid tranquilisation Guidelines and NICE guidance, and be available for consultation under the terms of the Trust Seclusion Policy.
- Be responsible for safe and legal ordering, receipt and issue of Controlled Drugs and the maintenance of necessary records.
- Participate in the operation of the Medicines and Healthcare Products Regulatory Agency (MHRA) system for the recall of drugs and other medical devices.
- Provide a reactive and proactive Medicines Information service to all healthcare professionals.
- Act as the non-medical, non-nursing second professional for the purpose of second opinions for treatment under Mental Health Act 1983.
- Record pharmacy interventions as an audit tool to improve patient care.
- To participate in and encourage the recognition and reporting of adverse drug reactions.
- To participate in the managed entry of new medicines encouraging appropriate use and audit within Trust guidelines.
- Follow the correct manual handling procedure when dealing with boxes, trolleys and bags used for the transportation of pharmaceutical items.
- Ensure medicines use within the trust is in accordance with local and national guidance.
- To carry out emergency duty commitment as necessary

Professional: to

- Adhere to the 'Standards for Professional Practice published by the General Pharmaceutical Council.
- Monitor and ensure compliance with BSMHT Medicines Code, policies and procedures to manage the clinical risks associated with the use of medicines

Education, Training and Research: to

- Plan and organise audit activities independently and in conjunction with pharmacy, nursing, medical and other healthcare professional colleagues.
- Ensure that personal training needs are met and CPD maintained
- Undertake and publish practice research.
- Provide educational input to undergraduate and postgraduate courses for health care professionals.
- Facilitate training for Pre-registration and Rotational Pharmacists within BSMHFT.
- Facilitate and participate in the provision of CPD for all pharmacy staff.
- Undertake CPD and ensure specialist knowledge is kept up to date.
- Participate in identifying training needs of BSMHFT pharmacy staff.

- Provide teaching on medicines and pharmacy-related topics to patient groups and carers
- Participate in identification and delivery of medication training for other care staff.

Organisational and Managerial

To:

- Be aware of the risks associated with maintaining concentration despite interruptions working in a busy environment.
- Be available for consultation and provision of specialist advice to the pharmacy on-call service.
- Participate in the Trust wide pharmacy on call service.
- Participate in the appraisal process.
- Have an awareness of the need for and promote the security of the pharmacy department and staff at all times as well as the security of all medicines across the Trust
- Plan own time and prioritise own workload and that of junior staff.
- Manage the dispensary staff in the absence of more senior staff
- Participate in the organisation of staff and work of the department when required
- Participate in the ordering process as a designated signatory
- Be an authorised signatory for staff time sheets and expense claim forms.
- Assist in proposing changes and developing the pharmacy service in accordance with agreed objectives within BSMHT.
- Work with the pharmacy team to manage the impact of changes made within BSMHFT.
- Be a member of Directorate or Trust committees as designated

Communication

To:

- Communicate effectively and at an appropriate level with all staff, patients and carers both verbally and in writing
- Be competent in formal presentations to professional colleagues from other disciplines

General

Confidentiality

It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and the terms of the Data Protection Act and relevant trust policies are met in respect of information held on the Trust's computerised systems.

Equal Opportunities

The Trust is committed to equality of opportunity. All staff are required to comply with current legislation, trust policies and guidance good practice and the NHS Executive's Planning & Priorities Guidance 1996/7.

Conduct

It is expected that all employees will conduct themselves and represent the Trust in a responsible manner and comply with all policies and procedures;

Risk Management and Health & Safety

The post-holder will ensure compliance with the Trust's Risk Management policies and procedures; these describe the Trust's commitment to risk management, the recognition that our aim is to protect patients, employees and visitors from harm, and stress that all employees have a responsibility to minimise risk. The post-holder will be required to observe local Health & Safety arrangements and take reasonable care of him/herself and the persons that may be affected by his/her work;

Safeguarding

All members of employees have a duty to safeguard and promote the welfare of vulnerable adults, children and young people in all relevant areas of their work. This will include any timely attendance at relevant training events and compliance with the Safeguarding Procedures;

Training, Education and Development

All employees have a responsibility to participate in regular appraisal with their manager and to identify performance standards of the post. As part of the appraisal process every employee is responsible for participating in identifying his or her own training and development needs to meet their KSF outline;

Research and Development

Research and development is at the heart of providing effective treatment and high quality services, supporting a culture of evidence based practice and innovation amongst employees. All employees have a duty to be aware of and comply with their responsibilities for research governance, whether as researchers, as part of the team caring for those participating in research or as research participants themselves;

Control of Infection

All employees whether clinical or non-clinical are required to comply with the Health and Social Care Act 2008: Code of Practice for health and adult social care on the prevention and control of infections and related guidance;

Therefore the post-holder is expected to keep patients, visitors, themselves and other employees safe by continuously reducing the risk of healthcare associated infections;

As a manager the post holder is required to ensure that infection control responsibilities are clearly identified, allocated and understood within your team and that appropriate resource, training and support is provided to ensure that they are compliant with Trust policies and procedures on Infection Control and Hygiene;

As a manager the post holder is required to ensure that employees are supported in attending the necessary training and on-going professional development to support their responsibilities and ensure full awareness of infection control and hygiene;

Governance Standards

Comply with the relevant Governance Standards applicable to the Trust as communicated to the post-holder from time to time;

Records Management

Maintain Trust and patient records (both paper and electronic) in accordance with Trust policies to facilitate clinical care and effective administration;

Freedom of Information

Provide advice and assistance to all persons who propose to make, or have made requests for information, and to ensure all requests for information are managed appropriately in accordance with Trust Freedom of Information procedures;

Standards of Professional and Business Conduct

The post-holder will be required to comply with the Trust's Standing Orders and Stranding Financial Instructions, and at all times deal honestly with the Trust, with colleagues and all those who have dealings with the Trust, including patients, relatives and suppliers. The post-holder will also be required to comply with the Code of Conduct for NHS Managers and/or the relevant professional Codes of Conduct;

Data Protection

Comply with Trust Policies and the Data Protection Act in all respects, with particular relevance to the protection and use of personal and patient information;

Security

Comply with Trust policies to ensure there is a safe and secure environment that protects patients, employees and visitors and their property, and the physical assets and the information of the organisation;

Smoking

The Trust operates a No Smoking Policy.

Mobility

This is a Trust Wide appointment and travel around the Trust may be required;

Flexibility

BSMHFT is currently working in a climate of great change within the NHS. It is therefore expected that all employees will develop flexible working practices both within the Trust on a cross-directorate basis, and across Trust's and other organisations to meet the challenges and opportunities of working within the new NHS, which could include taking on new and changing responsibilities, according to the needs of the directorate;

This job description is a reflection of the current position and a summary of the key tasks and may change in light of the developing organisation and in consultation with the post holder. It is the practice of the Trust to regularly examine employees' job descriptions and to update them to ensure that they relate to the job being performed or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager and those working directly to him or her. You will therefore be expected to participate fully in such discussions and in connection with them and to help re-write your job description to bring it up to date if this is considered necessary or desirable. The aim is to reach agreement on reasonable changes, but if agreement is not possible the Trust reserves the right to insist on changes to your job description after consultation with you;

Work will be managed rather than supervised;

Environment

BSMHFT is a major NHS Trust and we pride ourselves in the unique environment which exists for all employees. An environment where innovation is encouraged, hard work rewarded, and where our employees play an inclusive role in new developments;

Health and Safety

Staff must ensure that they are familiar with the requirements of the Health and Safety at Work Act (1974), the Trust's Health & Safety policies/codes of practice or regulations applicable to the work place.

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This job description is indicative only, and the post will continue to evolve as the Trust's priorities develop. It will therefore be revised in consultation with the post holder from time to time and not less than annually. You may also be required to provide cover in other areas following appropriate discussion.

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Job Description Agreement

Budget Holder Signature

..... Name

Post Holder Signature

..... Name

Date

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