

Candidate Pack

For

Band 7 Specialist Clinical Pharmacist



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Our
values



The North Middlesex University Hospital NHS Trust is a medium-sized acute and community trust with over 525 beds and over 600 community staff, serving more than 600,000 people living across Enfield and Haringey and the surrounding areas, including Barnet and Waltham Forest.

The hospital has been on its present site for over 100 years and was established as an NHS trust by statute in December 1990. The Trust's services are provided on the North Middlesex University Hospital site as well as a range of community sites across the London Borough of Enfield, including at partner hospitals. They provide services in collaboration with a range of partners, including local GPs, acute, mental health and other community health service providers across North Central London.

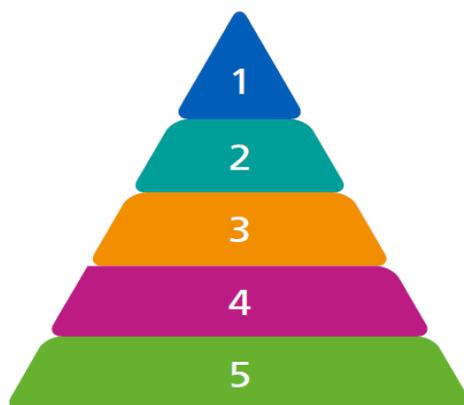
In the year ending 31 March 2022, the Trust reported a turnover of £419.7m and employed almost 4,000 staff. Following the transfer of Enfield Community Services on 1st April 2023, this has increased as we have welcomed over 600 new staff including District Nurses, Community Matrons, Community Physiotherapists, Psychologists and many more across a wide range of adult and children's community services in Enfield. It is an exciting time to join North Mid as we continue our journey to become an integrated care organisation to deliver high quality, seamless care in our local communities, with a focus on tackling health inequalities.

North Mid is part of North Central London integrated care system – consisting of the NHS and Local authority organisations in Camden, Islington, Barnet, Enfield and Haringey. As with other ICS's, we are working increasingly closely with partners and indeed many of our financial and performance objectives are measured at this system level. Whilst all organisations remain as standalone, statutory bodies we have an ICS infrastructure for making shared decisions and agreeing shared approaches.

We are proud of our staff and want to ensure their training allows them to provide excellent clinical care. We are also a training unit for medical students from UCL and St George's University Grenada, and for nursing and midwifery students from Middlesex and City Universities.

Our Vision

At North Mid, we've set out sights on Trust North: a set of five clear ambitions which describe our vision for our Trust.



- 1** Patient: delivering the best experience for our patients, respecting our local population's needs.
- 2** Partnerships: working in partnership to reduce health inequalities and improve the lives of our local population.
- 3** People: our people are engaged, compassionate, respect each other, and will always strive to improve.
- 4** Outstanding care: delivering outstanding care that is safe, effective and timely.
- 5** Sustainability: using resources and assets effectively, ensuring sustainable services for our local population.



Additional Information

Location

Situated in North London with a multi-cultural community, the area provides a wide range of facilities and is close to the heart of London. Central London is easily accessible, with Liverpool Street and Kings Cross approximately 30 minutes away by public transport.

Benefits

We want to attract the best and brightest people to work at NMUH and that means looking after you from the moment you apply for a role at the Trust and throughout your career with us. Our staff are our most valuable asset and we believe that investing in colleagues is crucial if we want to enable everyone to reach their full potential.

Learning and Development

As a University Trust, we recognise the importance of investing in our workforce to continue to deliver the right care in the most effective way, based on a sound evidence base and continuing professional development. We offer:

- A structured leadership and management development programme
- Core skills statutory and mandatory training programmes
- A 'one-stop' induction programme for all new staff – introducing you to the Trust, our values and our services
- A structured programme of learning for trainee doctors, student nurses and students across allied health professions
- A coaching network where trained coaches throughout the Trust are matched with staff of all disciplines to provide a powerful development opportunity

- A wide range of Continued Professional Development (CPD) opportunities, working with
- partners – such as Middlesex University and University of Hertfordshire, to deliver training and development programmes and support

Health and Wellbeing

We offer a Health Hub which helps improve staff health and wellbeing across the Trust – encouraging staff to step away from their work and think about their own health. This includes:

- Workshops, challenges and social events throughout the year
- Confidential and safe forums where staff can talk about the emotional impact of their work
- An equality and diversity staff network providing support to all staff
- Mindfulness bite size taster sessions
- Mini health checks
- Free, confidential counselling services 24/7
- Reduced gym rates at a number of local health clubs/gyms

Pay and Annual Leave

- Generous annual leave: starting at 27 days and increasing after five and 10 years
- Maternity/paternity and shared parental leave schemes
- Sick pay for all substantive and permanent staff
- Range of flexible working options across the Trust including compressed hours, term time contracts, part-time working etc.
- One of the best pension schemes in the UK

Road Access and Public Transport

North Middlesex University Hospital NHS Trust is situated on the North Circular Road, the hospital is within very easy reach of the M25, M1, A1, A10 and A12. The hospital is situated close to the residential districts of North London including Enfield and Winchmore Hill, which all have an excellent environment and schools. Silver Street main line railway station is a 5-minute walk away, with services direct to Liverpool Street Station and Seven Sisters underground Station.

Our community services are based in a various locations around Enfield including:

St Michael's Primary Care Centre, Gater Drive, Enfield, EN2 0JB
Lucas House, 305-309 Fore Street, Edmonton, N9 0PD
Forest Primary Care Centre, 308A Hertford Road, Edmonton, N9 7HD
Chase Farm Hospital and the Skye Unit, The Ridgeway, Enfield, EN2 8JL
Eagle House Surgery, 291 High Street, Enfield, EN3 4DN
Highlands Health Centre, 3 Florey Square, Winchmore Hill, N21 1UJ
Bowes Road Clinic, 269 Bowes road, Enfield, N11 1BD
George Marsha Centre, St Ann's Hospital Site
Bay Tree House, Enfield

For more information about the services available at these locations click [here](#)

Our Values and Expected Behaviours

You are part of Team North Mid, a workforce over 4,000 strong. A big part of working here is having a culture and values that help us to achieve our vision of delivering outstanding care to local people.

We are caring:

What it means	Our behaviours
<ul style="list-style-type: none"> We are compassionate and take time out to check on colleagues and patients We are understanding and recognise each other as individuals We are committed to improving our community for colleagues, patients and carers 	<ul style="list-style-type: none"> Showing empathy Being curious Showing humility Listening to others

We are fair:

What it means	Our behaviours
<ul style="list-style-type: none"> We respect and understand each other's differences and backgrounds We are consistent with providing realistic, clear expectations and constructive feedback We are always looking for opportunities to develop all our staff and our services 	<ul style="list-style-type: none"> Being consistent Listening to others Supporting each other

We are open:

What it means	Our behaviours
<ul style="list-style-type: none"> We embrace change and continuously challenge ourselves and colleagues to create meaningful improvement We ask for help when we need it; we offer help when we see a colleague struggling and we are always open to challenge We actively look for new ways of working and explore new partnerships across teams, divisions and organisations 	<ul style="list-style-type: none"> Speaking up Being curious Learning from mistakes

These values are extremely important to us and we expect everyone who works at the Trust in any capacity to share and uphold these values. Further information on the Trust's values is available on our website.

Our
values



Care and Compassion

Ensure that any escalation of care concerns or safeguarding escalations are made robustly through the appropriate channel. Undertake audits and where appropriate cooperate with the corporate nursing team to maintain Trust standards of care.

Job Description

Position:	Specialist Clinical pharmacist (Rotational)
Salary/Band:	Band 7 Plus HCLA Plus EDC (AFC)
Location:	North Middlesex University Hospital and North Middlesex University Hospital Community Wards
Hours:	37.5 hours per week
Responsible to:	Deputy Chief Pharmacists Pharmacy Technical Services manager Rotational Lead Pharmacists Overall co-ordination by E & T Lead Pharmacist
Accountable to:	Chief Pharmacist and Director of Medicines Optimisation

Key Working Relationships

Consultant medical staff and their teams
Ward staff
Clinical Nurse Specialist
GPs
Primary care professionals
Pharmacy team
Patients/carers/relatives

Job Summary

The post holder will work in all sections of the pharmacy service. This includes dispensary, ward/clinical pharmacy, education & training and technical services.

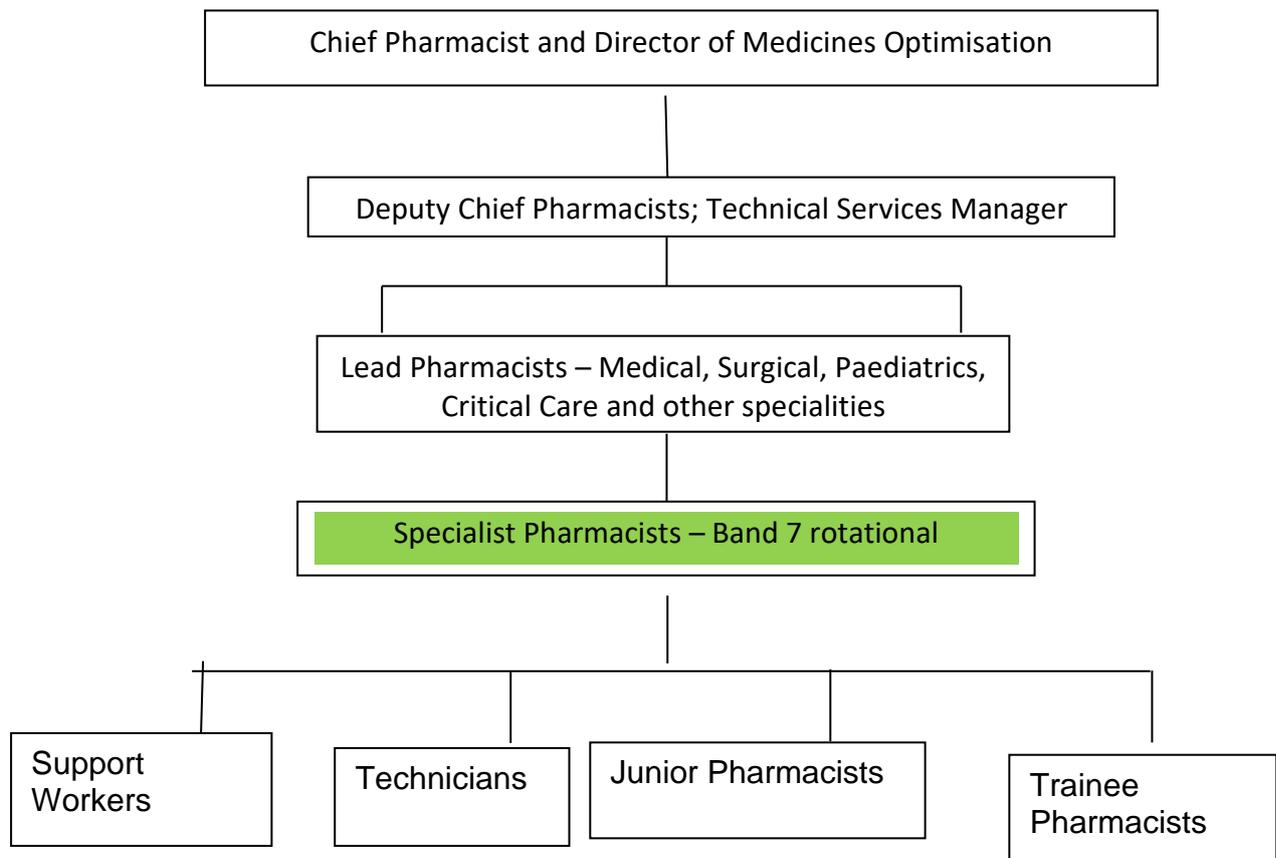
The post holder is expected to contribute to the development of pharmaceutical services to the Trust and to promote the highest standards of professional practice, trust policies and procedures.

A clinical commitment will be provided during all rotations. An internal structured training programme and mentorship scheme will support development of your clinical skills.

Introduction to the Department

Pharmacy department is a very friendly and dynamic place to work for. The department provides support to our clinical teams by optimising the use of medicines, safely dispensing medicines to patients, conducting research and providing education and training.

Organisation Chart



Duties and Responsibilities:

DISPENSARY

1. Pharmacists to assist in the provision of a safe and effective pharmacy service to wards, departments and patients attending out-patients.
2. To participate in the effective clinical screening of all prescriptions received in the inpatient and outpatient dispensary. This includes assessing prescriptions against legal requirements and the appropriateness of treatment with individual medicines in a patient taking into account the condition being treated, concomitant conditions and other medicines and results of laboratory tests as available.
3. To assist in the dispensary/checking duties including the dispensary/checking of controlled drugs when required according to procedures.
4. To provide information to patients to ensure understanding of the purpose and effects of their medicines
5. To ensure that NMUH formulary and the prescribing policies are adhered to which include unlicensed drugs and licensed drugs being used outside licence.
6. To assist in establishing measures for promoting the economic use of medicines
7. To support the Dispensary lead in supervising/training of junior staff, pharmacy technicians, pharmacy assistants and pre-registration pharmacists.
8. To comply with pharmacy departmental policies and procedures to uphold the highest standards of professional practice and staff working procedure.
9. Effectively communicating with medical and nursing staff to solve problems in the best interests of patients.
10. Communicate with patients in a sensitive respectful manner to ensure concordance and adherence to treatment.

CLINICAL

1. To develop and maintain a high personal level of clinical pharmacy knowledge, skill and experience in order to meet service standards and the needs of patients and healthcare staff
2. To provide a clinical pharmacy service to allocated wards to ensure that medicines prescribed are safe, economic and appropriate to individual patient needs. This includes:

- Undertaking complete medicines reconciliation for all new patients, ensuring discrepancies are resolved, and documenting and communicating changes appropriately
 - Supporting and reviewing prescribing and administration practice
 - Providing specialist advice and information to health care professionals and Patients
3. To monitor and review individual patient prescriptions to ensure safe appropriate prescribing. This includes analysing prescriptions in relation to:
 - Medicines prescribed
 - Dosage
 - Administration
 - Therapeutic efficacy
 - Therapeutic drug monitoring for specific drugs
 - The presence of any clinically significant drug interactions
 - Possible side effects
 4. To contribute to the Near Patient Dispensing scheme and any other medicines management/medicines optimisation initiatives
 5. Provides specialist advice about the selection and use of drug therapy to nursing, medical and other staff accordingly and to address any identified problems.
 6. To provide specialist clinical pharmacy advice to patients ensuring that they are aware of their prescribed medicines, their therapeutic effect, possible side effects and to provide counselling and discuss compliance. Where necessary, to liaise with primary care sector to ensure follow-up of pharmaceutical care in the community
 7. Minimise clinical risk associated with medicines use by ensuring that:
 - Prescriptions are legible, unambiguous, and legally acceptable
 - Doses are appropriate and any clinically significant interactions / allergies are identified and resolved
 - Medicines are administered according to standards and guidelines
 8. Therapeutic monitoring of medicines is carried out to ensure appropriate dose adjustment
 9. Dose/regimen changes are made to meet patient needs/best practice
 10. Communicating with professional staff responsible for the patient both internal/external to the Trust in a timely and accurate manner
 11. Records significant information in patients' prescription and administration records and clinical records to ensure safety in medicines administration
 12. Prioritise workload on clinical areas to ensure higher priority dealt with first

13. Assist senior pharmacist in the development of clinical services
14. To advise patients on the appropriate use of their medications
15. Where applicable to complete or have completed an accredited independent prescribing qualification as part of the MPharm or as a standalone qualification.
 - a) To practice as a non-medical prescriber (NMP) registered with the GPhC, prescribing within NCL's formulary in line with the Trusts NMP policy, prescribing guidelines and RPS Framework

TECHNICAL

1. To screen oncology prescriptions coming into the unit.
2. To ensure that all pharmacy procedures and appropriate guidelines e.g. NLCN guidelines and GMP are complied with at all times and reporting any deviations to the Pharmacy Production Manager/Deputy.
3. To understand and adhere to Clinical Governance within own working environment
4. To ensure all products are final checked under section 10 exemption of the medicines act before release to the wards or Distribution.
5. To undertake the preparation of all clinical trials that are carried out within the unit ensuring all documentation has been completed correctly.
6. To liaise closely with the specialist clinical pharmacist Haematology/oncology and with other chemotherapy users including consultants, chemotherapy and research nurses and clinical research assistants on all issues which may affect the provision of chemotherapy services.
7. To answer clinical queries from the wards or consultants regarding chemotherapy.
8. To complete error reporting and Incident reporting forms where appropriate
9. To ensure the correct operation of the permit to work system for both internal and external contractors in the Production Department.
10. To liaise with wards and clinics and review procedures for request, preparation and delivery of cytotoxics and non-sterile preparations to minimise waiting times.



11. To undertake sterile and non-sterile production including prepacks, overlabelling and emergency boxes.
12. To maintain personal aseptic techniques for reconstitution of cytotoxics.
13. To complete all the relevant documentation for all products.
14. To maintain a Pharmacist registration for the preparation and final release of all products both sterile and non-sterile under section 10 exemption to the medicines act.
15. To provide a TPN service on the wards with the dietician after suitable training, liaise with the TPN providers regarding TPN queries and final check all TPN's before release and delivery to wards.
16. To handle unlicensed medicines in accordance with the unlicensed policy.
17. To strictly follow the waste policy when dealing with waste particularly cytotoxic waste.

PROFESSIONAL

1. To maintain an active programme of continual professional development and reflective practice.
2. To maintain a CPD portfolio with evidence of at least 9 CPD records for GPhC registration.
3. To help ensure that the professional codes of practice and statutory regulations governing pharmaceuticals are complied with.
4. To take responsibility for self-development on a continuous basis.
5. To undertake study for the Diploma in General Pharmacy Practice (JPB accredited) as part of the junior pharmacy progression programme.
6. To act as mentor for pre-registration pharmacists.
7. To offer pharmaceutical support and information to other health care professionals at ward level.
8. To participate in management activities as part of on-going training and personal development

GENERAL

1. To participate in the Pharmacy Late Duty service, weekend service, and Bank Holiday service on a rota basis.
2. To participate in the out-of-hours service on a rota basis.
3. To maintain satisfactory personal performance and professional standards and to achieve, where possible, agreed objectives described in the Annual Staff Appraisal system undertaken by the line manager.
4. To line manage another member of pharmacy staff
5. To uphold the principles of Clinical Governance within the Trust.
6. To participate in relevant education and training and CPD activities as appropriate to ensure professional development and the concept of lifelong learning.
7. To be aware of and apply relevant legislation such as Health and Safety at Work Act, COSHH, Medicines Act, GMP etc.
8. To uphold and comply with the Standing Orders and Standing Financial Instructions of North Middlesex University Hospital.
9. Nothing omitted or written here shall absolve the post holder from at all times ensuring that correct, professional techniques, ethics, attitudes and procedures are maintained by his or herself or the staff for whom he/she is responsible.
10. To undertake any other relevant duties, as may be required by the Chief Pharmacist.
11. To participate in the Trust appraisal programme
12. To be visible and approachable for patients, carers and staff for clinical and pharmaceutical issues.
13. Maintain and develop team morale , supporting all colleagues

All work will be carried out according to the laid down procedures and standards of professional practice in the Department; however, staff are expected to develop their own safe systems of work and to ensure a high professional standard of work conducive with patient safety.

TRUST POLICIES

Probation

Employment by the Trust is subject to a six (6) month probationary period, during which time you will be required to demonstrate to the Trust's satisfaction your suitability for the position in which you are employed. During your probationary period, your employment may be terminated by you or the Trust by providing one (1) week notice in writing.

Equality, Diversity and Inclusion

The Trust is committed to fair and transparent recruitment and selection procedures and to providing a workplace where all staff are treated with respect and feel included. It is the aim of the Trust to ensure that no job applicant or employee receives less favourable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

Health & Safety

Employees must be aware of the responsibilities placed on them under the Health & Safety at Work Act 1974 to maintain a safe environment for both staff, patients and visitors, to observe obligations under organisational and departmental Health & Safety policies, maintaining awareness of safe practices and assessment of risk.

Data Protection and Caldicott

To obtain, process and use information (held on computer and/or manual filing systems) in a fair and lawful way. To hold person identifiable information for specific registered purposes and not to use, disclose or transfer person identifiable information in any way that is incompatible with the Data Protection Act 2018, other legislation and Caldicott requirements. To disclose person identifiable information only to authorised persons or organisations as instructed. When using email to transmit person identifiable information within or outside the Trust, the Trust Email Policy must be strictly followed.

Customer Care

The aim of the hospital is to provide patients and clients with the best possible care and services. In order to meet this aim, all our staff are required at all times to put the patient and client first and do their utmost to meet their requests and needs courteously and efficiently. In order that staff understand the principles of customer care and the effects on their particular post and service, full training will be given.

Infection Control

All healthcare workers have an overriding duty of care to patients and are expected to comply fully with best practice standards. You have a responsibility to comply with Trust policies for personal and patient safety and for prevention of healthcare associated infection (HCAI); this includes a requirement for rigorous and consistent compliance with Trust policies for hand hygiene, use of personal protective equipment and safe disposal of sharps. Knowledge, skills and behaviour in the workplace should reflect this; at annual appraisal you will be asked about application of practice measures known to be effective in reducing HCAI.

Smoking Policy

The Trust provides a smoke free work environment.

Confidentiality

Under no circumstances, either during or after the end of your employment (however it is terminated), may you divulge any unauthorised person confidential information relating to the Trust. This includes but is not limited to, information covering patients, individual staff records, industrial relations, financial affairs, contract terms and prices or business forecasts.

Clinical Governance

Staff are expected to provide patients with timely and effective care. Treatment and direct / indirect support must be based on best practice. Everyone is responsible for this and his/her job in the Trust is important in achieving this.

Rehabilitation of Offenders Act

This post is exempt from the Rehabilitation of Offenders Act 1974. Should you be offered the post it will be subject to a criminal check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands, final warnings, as well as convictions.

Safeguarding Vulnerable People

It is a basic human right of every child and adult to be protected from harm and NHS Trusts have a fundamental part to play in this. We expect all our staff to recognise signs of vulnerability and to report and act on any concerns in line with policy and guidance contained in 'Working Together - Every Child Matters' and 'No Secrets - guidance on developing multi-agency policies and procedures to protect vulnerable adults from abuse' on which our Trust Policies are based.

Organisational Change

As services develop and change, the post-holder may be required to undertake other responsibilities within the Trust.

Review

This job description is an outline, which reflects the present requirements of the post and is not intended to be an inflexible or finite list of duties and responsibilities. As these duties and responsibilities change and develop the job description will be amended from time to time in consultation with the post-holder

PERSON SPECIFICATION

Post: Rotational Pharmacist Band 7

Department: Pharmacy

ATTRIBUTES/SKILLS	ESSENTIAL	DESIRABLE	MEASUREMENT
Education and qualifications	<ul style="list-style-type: none"> • Registration with the General Pharmaceutical Council • M Pharm or equivalent • Complete and pass all elements of the Foundation Stage 1 PG Dip (Certificate) or equivalent qualification. 	<ul style="list-style-type: none"> • Non Medical Prescriber 	<ul style="list-style-type: none"> • Documents
Skills and abilities	<ul style="list-style-type: none"> • Ability to work methodically whilst under pressure • Effective verbal and written communication skills with all disciplines, colleagues and patients • Ability to deal sympathetically and courteously with patients and/or members of the general public • Ability to work a part of a team or alone as require 		<ul style="list-style-type: none"> • References • Interview • Assessment

ATTRIBUTES/SKILLS	ESSENTIAL	DESIRABLE	MEASUREMENT
	<ul style="list-style-type: none"> • Ability to prioritise own work and manage the work with other junior staff • Ability to perform hands on aseptic work • Effective organisation and prioritisation skills in workplace • Ability to work unsupervised and alone • Ability to work under pressure • Proven time management skills • Ability to demonstrate CPD 		

ATTRIBUTES/SKILLS	ESSENTIAL	DESIRABLE	MEASUREMENT
Experience	<ul style="list-style-type: none"> • Relevant hospital pharmacy experience • Experience in the training and development of junior staff • Experience in use of own initiative including dealing with queries from department users • Ability to deal directly with public, senior clinicians and other health service staff • Recent clinical pharmacy/ward pharmacy experience • Project management experience • Understanding of Formulary and DUR and clinical trial issues • Ability to demonstrate appropriate clinical knowledge and application 	<ul style="list-style-type: none"> • Experience in line managing staff • Supervisory experience 	<ul style="list-style-type: none"> • Interview • Application form

ATTRIBUTES/SKILLS	ESSENTIAL	DESIRABLE	MEASUREMENT
	<ul style="list-style-type: none"> • Computer Literate • To have a good working knowledge on health and safety issues at work 		
Personal qualities	<ul style="list-style-type: none"> • Flexibility with regard to changes in work schedule • Able to do late duty, weekend duties and bank holidays rostered • Able to participate in out of hours service • Interest in development of others • Interest in expanding knowledge and self development • Enthusiasm • Awareness of Equal opportunities 		<ul style="list-style-type: none"> • Interview • Application form
Values	Demonstrable ability to meet Trust values		Interview/assessment