



# Job description and person specification

*Together, we are making life better for our communities*

# Our behaviours, our values, our mission



We will treat you as an individual; feeling valued, engaged and listened to; a focus on health & wellbeing, continuing development, career progression and equality of opportunity; sustainable approach to addressing inequality; offering complete care and concern for our workforce

---

## JOB DESCRIPTION

---

**DATE:** updated April '24

**REF NO:** AFC523 (supersedes 00101)

---

### JOB DETAILS

**JOB TITLE:** Specialist Clinical Pharmacist in Mental Health

**BAND:** 7

**HOURS:** 37.5 hours plus EDC; 'Out of Hours' provision on rotational basis

**DEPARTMENT:** Pharmacy & Medicines Optimisation

**LOCATION:** The Redwoods Centre, Shrewsbury

**REPORTS TO:** Lead Pharmacist

**ACCOUNTABLE TO:** Director of Pharmacy & Medicines Optimisation

**RESPONSIBLE FOR:**

### **Primarily a Specialist mental health clinical role:**

- Providing an inpatient clinical pharmacist service to nominated wards within Midlands Partnership NHS Foundation Trust (MPFT). This will require working across a range of mental health services including; older people services, mental health adults of working age, learning disabilities, specialist and forensic services.
- Visiting allocated wards to regularly review medicines cards and professionally check prescriptions, thereby ensuring compliance with UK and European medicines legislation, SPCs, national guidance, MPFT policies, procedures, formulary and guidelines.
- Providing pharmaceutical input at multidisciplinary inpatient and community team meetings and rapid review meetings, ensuring follow up and accurate completion of technician-led medicines reconciliation and where necessary liaising with relevant inpatient and community teams to undertake patient medication histories and devise pharmaceutical care plans.
- Providing practical, high quality, evidence based information on medicines to staff and ensuring medicines information provided to patients and carers is meaningful
- Supporting the Self-Administration of Medicines scheme on designated wards, ensuring it operates both safely and effectively.
- Providing pharmacist support to the dispensary for professionally checking prescriptions, responding to medicines information queries and supporting accuracy checking technicians in accuracy checking dispensed medicines as required

### **Advance specialist roles on a rotational basis:**

- Liaising with Pharmacy Services Clinical Lead and MPFT audit lead to support clinical audit around medicines use
- Collaborating with MPFT R&D and Clinical Trials teams (includes Senior Clinical Trials pharmacist and technician) and local NIHR network to support delivery, review and evaluation of pharmacy services provided for Clinical Trials at a local level
- Collaborating with staff responsible for running MPFT dedicated Medicines Information Service to support delivery, review and evaluation of this service
- Collaborating and liaising with staff working in community teams to support medicines optimisation in both community based mental health teams and (in conjunction with the Formulary Pharmacist) across the wider health care economy, including ICBs and PCN

---

### **WORKING RELATIONSHIPS**

**INTERNAL:** All grades of clinical (medical, nursing etc) staff and AHPs, managerial and administrative staff, clinical pharmacy team and other pharmacy staff

**EXTERNAL:** Service users, carers, GPs & their practice staff, other pharmacists working in the community, primary care & other hospitals

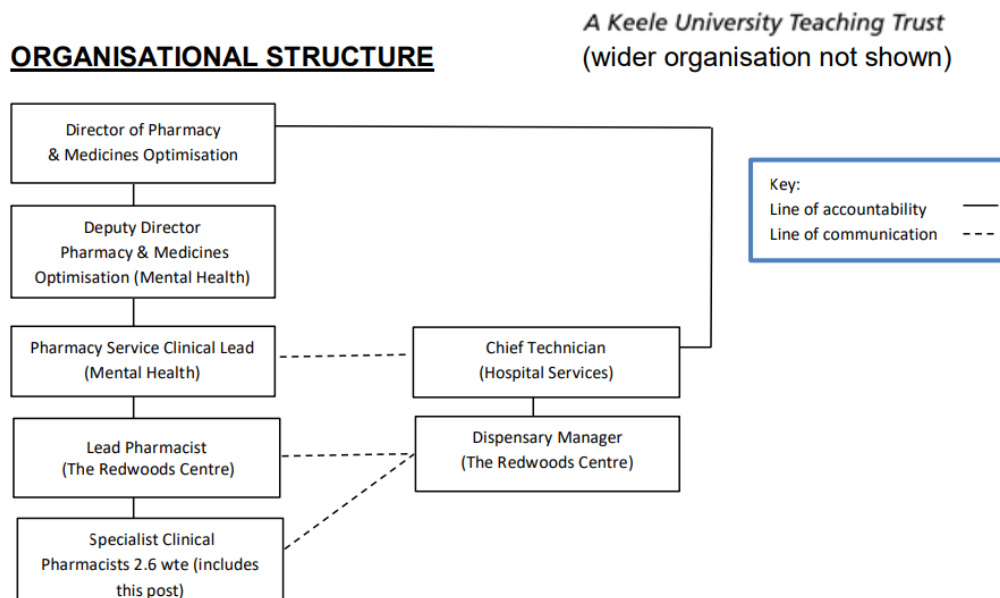
---

### **JOB PURPOSE**

To ensure patients receive seamless pharmaceutical care both throughout their admission to hospital and following discharge into assigned community mental health teams. This post involves being part of a team of specialist clinical pharmacists in mental health, playing an active role in inpatient multidisciplinary teams and a significant amount of patient/carer contact. As this is a specialist clinical post in mental health the post-holder will have, or is willing to study for, a postgraduate qualification in Psychiatric Therapeutics in order to be able to provide a specialist clinical pharmacist service. This post involves playing an active role in inpatient and community multidisciplinary teams and a significant amount of patient/carer contact.

In addition the post carries shared responsibility for supporting local education and training plans, clinical audit around medicines use, provision of Medicines Information Service, advice to community based teams and local oversight of a small number of Clinical Trials

## ORGANISATIONAL STRUCTURE



## KEY RESPONSIBILITIES

### **Clinical service delivery**

- Deliver a high quality, patient-centred clinical pharmacist service to inpatient wards within MPFT
- Ensure patients receive seamless pharmaceutical care through transitions of MPFT care.
- Visit allocated wards and community team bases to regularly review medicines cards and professionally check prescriptions, thereby ensuring compliance with UK and European medicines legislation, SPCs, national guidance, MPFT policies, procedures, formulary and guidelines.
- Provide specialist advice and information about medicines and their use to medical, nursing and other healthcare professionals, thereby contributing to their safe, effective and economical use.
- Provide pharmaceutical input at multi-disciplinary team meetings, rapid review meetings and community team meetings where necessary undertaking patient medication histories and devising pharmaceutical care plans.
- Provide specialist advice and information about medicines and their use to patients, carers and the public.
- Conduct regular 1:1 consultations about medicines with patients and carers.
- Promote the concept of 'shared decision making' and patient choice at all times.
- Ensure the follow up and accurate completion of technician-led medicines reconciliation in a timely manner following admission to hospital in line with the MPFT policy for Medicines Reconciliation.

### **Clinical Practice**

- Advise prescribers of any patient monitoring requirements, including any physical health checks, in line with medicines prescribed.

- Advise and support staff on compliance with Mental Health Act consent to treatment regulations when professionally checking prescriptions.
- Advise and support staff in maintaining compliance with the MPFT policy for Rapid Tranquillisation.
- Be involved in proposing policy and service changes.
- Provide pharmacist support to the dispensary for professionally checking prescriptions, responding to medicines information queries and supporting accuracy checking technicians in accuracy checking dispensed medicines as required.
- Provide pharmacist support to the MPFT dispensaries for professionally checking prescriptions, responding to medicines information queries and accuracy checking dispensed medicines as required.
- Pro-actively ensure that patients prescribed clozapine have their treatment provided in a safe and effective manner and is appropriately monitored
- Ensure the Self-Administration of Medicines Scheme on designated wards operates safely and effectively and support patients within the parameters of the scheme.
- Promote the completion of Advance Statements about future medicines use.
- Ensure unlicensed, off-label and non-formulary medicines use is clinically appropriate for the patient, justifiable and appropriately documented.
- Ensure the MPFT Medicines Code policy is appropriately implemented on allocated inpatient wards.
- Support MPFT to maintain 'Smoke Free' status, offering patients who smoke brief interventions regarding smoking cessation and information about NRT
- Attend and contribute to the Clinical Pharmacy Team meetings
- Ensure adherence to controlled drug legislation

### **Clinical Governance**

- Collect and enter activity data onto Audit Activity Dashboards as requested such as Antimicrobial audit.
- Capture interventions made on the Clinical Interventions dashboard; participate in producing the monthly intervention report upon request.
- Appropriately report medicine incidents and other incidents via the MPFT incident reporting system (Safeguard) and review all medicines related incidents which occur within clinical areas worked and on allocated inpatient wards.
- Appropriately report adverse drug reactions via the MHRA Yellow Card reporting system.
- Constructively raise and challenge poor standards of patient care or clinical practice.
- Build and maintain effective working relationships with the pharmacy team, medical, nursing, managerial and administrative staff.
- Provide pharmaceutical advice on the use of any Patient Group Directions, discretionary medicines and medicines subject to administration under a protocol

### **Training and Education**

- Provide training to nursing, medical and other healthcare staff around the safe, effective and economical use of medicines and keep a record of all training sessions delivered with evidence of post-session evaluation.
- Collaborate with Lead Pharmacists and Education and Training team to contribute to, deliver and support local inductions, education and training around medicines use including for medical staff, Foundation Year Trainee pharmacists, Trainee pharmacy technicians, student pharmacists and student pharmacy
- Participate in medicine-related clinical audit projects to identify areas of clinical practice where standards require improvement and to advise and educate around opportunities to improve patient care.

### **Research and Quality Improvement**

- Facilitate support for medicine-related clinical audit projects by acting as a pharmacy link person and actively liaising with MPFT audit lead.
- Participate in clinical research with Foundation Pharmacist and local universities.
- Provide support for projects and medicine-related activities across the health care economy upon request by senior team including formulary pharmacist.
- Provide pharmaceutical advice and support to MPFT Care Groups.
- Constructively contribute to the ongoing review and development of MPFT medicines related policies, procedures, formulary and guidelines.
- Support and contribute to the ongoing implementation of an electronic prescribing and medicines administration (EPMA) system and work with clinical areas to use this system in a safe and effective manner.
- Constructively participate in Clinical Supervision and Peer Review in line with the Clinical Supervision policy for clinical pharmacists.
- Participate in departmental team meetings and contribute to plans for the development and improvement of the pharmacy service and its procedures. • Undertake training as required in order to complete all necessary Clinical Trial competency assessments and sign up to delegation logs
- Provide support and supervision to dispensary staff to ensure that pharmacy standard operating procedures relating to Clinical Trials are correctly followed and prescriptions are dispensed accurately and in accordance with these.
- Undertake regular CPD and maintain a CPD portfolio ensuring up to date knowledge on all aspects of medicine use within the specialism and developments in clinical pharmacy practice and encourage this in other pharmacists. Ensure knowledge and expertise in the use of medicines in research is kept up to date.
- Adhere to the policies and procedures of MPFT.

### **Leadership and Management**

- Undertake other duties as reasonably requested by the line manager.
- Supervise less senior/experienced pharmacy staff when required and be responsible for ensuring clinical and dispensary services continue to function in a safe, effective and secure manner, including the procurement and distribution of medication.
- Support the provision of written and verbal information to Care Groups on medicines safety and governance.
- Undertake any other duties as agreed with the Director of Pharmacy or Deputy Director of Pharmacy in line with the grade and scope of the post.
- To work across the base hospital site and visit MPFT community teams
- To provide clinical pharmacy or dispensary cover at other MPFT sites as determined by the needs of the service.
- To be available to participate or attend meetings or training at other MPFT sites

### **General Responsibilities**

- To maintain concentration and work safely and effectively in clinical areas which may be noisy, unsettled and interruptions common.
- Exposure to distressing or emotional circumstances/situations
- To be able to challenge inappropriate prescribing in a manner which is effective and tactful, maintaining the professional working relationship with the prescriber, and securing a safe and effective outcome for the patient
- To continue to provide a safe and effective service when numbers of pharmacy staff are reduced

- To effectively balance clinical workload alongside additional rotational support roles in local training programmes for medicines' use, clinical audit, Medicines Information, Clinical Trials and for community based teams.
- Participate in pharmacy service 'out of hours' provision on a rotational basis.

## **JOB STATEMENT**

<b>Infection Control</b>
Maintain an up to date awareness of the infection control precautions relevant to your area of work and implement these in practice. As a minimum, this must include hand hygiene, the use of personal protective equipment, the use and disposal of sharps and communicating the importance to patients, prison staff and other health care staff you are working with. Details of the precautions and sources of advice and support to assess and manage infection control risks are provided through mandatory training which all staff must attend at intervals defined in the Trust policy on mandatory training and can be found in the Trust's infection control policies and national guidance, such as that published by NICE.
<b>Learning and Development</b>
As an employee of the Trust, you have a responsibility to participate, promote and support others in undertaking learning and development activities. This includes a proactive approach to ensuring you meet the statutory/mandatory training requirements of your role, and engaging in PDC / appraisal processes in line with Trust policy and guidance.
<b>Health and Safety</b>
As an employee of the trust you have a responsibility to abide by the safety practices and codes authorised by the trust. You have an equal responsibility with management, for maintaining safe working practices for the health and safety of yourself and others.
<b>Constitution, Competence and Capability</b>
As an employee of the Trust you have a responsibility to promote and abide by the rights and responsibilities outlined in the NHS Constitution. You are additionally expected to adhere to Organisational/National/Regulatory Codes of Practice relevant to the role you are employed to undertake. At all times it is expected that you will limit the scope of your practice to your acquired level of competence and capability.
<b>Dignity at Work Statement</b>
Midlands Partnership University NHS Foundation Trust is committed to treating all of our staff with dignity and respect. You are responsible for behaving in a way that is consistent with the aims of our Equality and Diversity Policy. This includes not discriminating unfairly in any area of your work and not harassing or otherwise intimidating other members of staff.
<b>Safeguarding Children and Vulnerable Adults</b>
All Trust employees are required to act in such a way that at all times safeguards (and promotes) the health and well-being of children and vulnerable adults. Familiarisation with and adherence to Trust Safeguarding policies is an essential requirement of all employees as is participation in related mandatory/statutory training.
<b>Environmental Sustainability and Net Zero</b>
As an employee of the Trust you have a responsibility to be familiar with policies and procedures relating to environmental sustainability and the Net Zero agenda. You are actively encouraged and supported to explore and implement sustainable ways of working within your role to reduce carbon and minimise the environmental impact of health and social care.



**Midlands Partnership University**  
NHS Foundation Trust