



### Job Description

Job Information	
<b>Job Title:</b>	Advanced Clinical Pharmacist
<b>Directorate / Service:</b>	Pharmacy
<b>AfC Band:</b>	8a
<b>Accountable to:</b>	Clinical Director of Pharmacy
<b>Reports to:</b>	Assistant Director – Clinical Pharmacy Services
<b>Base Location:</b>	
<b>AFC Job Code:</b>	AHP.PA.R0054b
<b>ESR Position Number:</b>	

#### Job Summary

To deliver as part of a team, the provision of a comprehensive, safe and cost effective pharmaceutical service to the Trust and its patients.

#### Key responsibilities

1. Responsible for the management and development of the directorate pharmacy service to achieve a high standard of efficiency and effectiveness.
2. Responsible for the provision of highly specialist pharmaceutical service to the directorate areas.
3. Advise on strategies to ensure cost-effective use of resources.
4. Provide pharmaceutical expertise to any multidisciplinary working groups considering protocols, policies and guidelines in the specialist area.
5. Produces protocols, policies and guidelines on designated pharmaceutical practice relating to the directorate Service.
6. Deals with high level pharmaceutical queries and provides advice to medical and nursing staff from the directorate areas including senior medical staff.
7. Provides regular reports for the directorate on drug expenditure including



exception reporting and other agreed performance indicators relating to directorates.

8. Undertake audit annually and risk manage selected areas of practice to promote continuous quality improvement.
9. Attend and contribute to directorate meetings
10. Assist in evaluating and appraising evidence for new medicines to be used in a directorate setting for the medicines governance group, looking at clinical and financial implications for the hospital trust.
11. Responsible for developing and enforcing guidelines for the use of unlicensed medicines used within the directorate.
12. Attend regional meetings to decide on regional policies and keep up to date on latest developments.
13. Responsible for clinical pharmaceutical input to aseptically produced and cytotoxic products for use within the directorate.
14. Supervise rotational grade pharmacists during their directorate rotation; assessing abilities as a clinical pharmacist. Input into time management, organising ward rounds, visits to observe medical procedures, specialist teaching.

#### **Grade Specific Duties & Responsibilities**

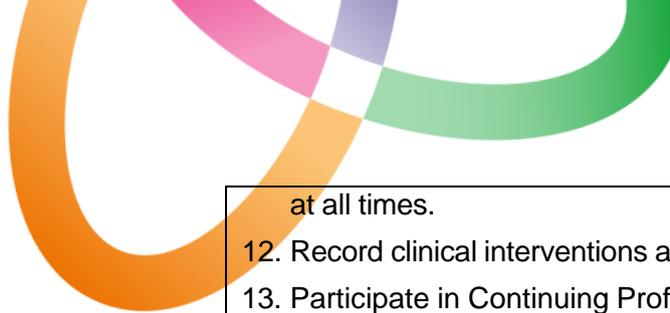
1. Provide an advanced level clinical service to the directorate in accordance with professional, departmental and Trust policies. This will include:
  - Taking drug histories from patients/GPs/carers on admission which involves effective communication skills
  - Review patients' medication to ensure safe and effective use, using specialist pharmaceutical knowledge
  - Formulate individual patient pharmaceutical care plans
  - Review and update of care plans depending on response, results of investigations and adverse effects. Continuous monitoring of patients progress
  - Therapeutic drug monitoring for specific drugs using knowledge of pharmacokinetics
  - Education of patients about their drug therapy
  - Development of evidence based treatment protocols for use either within the directorate or across the Trust where appropriate
  - Facilitation and implementation of local and national guidelines where appropriate.

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2. Provide advanced level pharmaceutical information to medical and nursing staff and patients in the directorate and to General Practitioners and other staff within the Trust where appropriate. This may include written information materials to distribute to patients, medical and nursing staff and general practitioners.
  3. Participate in consultant ward rounds and multidisciplinary meetings relevant to the directorate.
  4. Undertake clinical audit and practice research within the pharmacy department and the directorate.
  5. Monitor monthly expenditure against budget on medicines within the directorate and prioritise areas for action to contain unnecessary spending.
  6. Perform regular review of medication incidents reported within the directorate via datix, including ward-based investigation in a timely manner when appropriate and provide regular feedback to the directorate of serious or recurrent incidents.
  7. Act as the pharmacist representative on the appropriate clinical speciality groups – public and professional.
  8. Working with the Matron and Directorate Manager investigate any medicines related incidents or complaints within the directorate and explore ways of minimising risk of future re-occurrence or risk to staff.
  9. 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
  10. Provide clinical training for pharmacy undergraduates, pre-registration pharmacists, postgraduate pharmacists and technicians. Develop, implement and maintain a structured package of training materials appropriate for the trainee.
  11. To be responsible for developing formulary guidelines in relation to the directorate and producing documentation for the medicines governance group. To include financial planning for new medications.
  12. Participate in the development and review of PGDs for use within the directorate.
  13. Conduct and supervise practice research and produce 1 publication annually.
  14. Tutor pharmacists undertaking a postgraduate clinical diploma/M.Sc. in clinical pharmacy.
  15. Participate in the training of medical and nursing staff and other paramedical disciplines either within or external to the Trust as appropriate.
  16. Undertake individual appraisals for junior pharmacists in the department.
  17. Contribute to local undergraduate and postgraduate education and training within your speciality both within the Trust and for other programmes of study.

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18. Identify and promote the role of the pharmacist in line with opportunities for pharmacist prescribing
  19. Write discharge prescriptions, with regard to appropriateness and the needs of individual patients, under the guidance of departmental policy.
  20. Provide professional and legal clinical supervision to junior pharmacists in the dispensary as allocated. To include prioritising workload, ensuring flow of work, delegating work, handling more difficult enquiries/problems and communicating any of these problems to appropriate members of staff within the department.
  21. Provide directorate level medicines management support to other directorates when required to do so.

### **General pharmacist duties**

1. To participate in the Trust's Adverse Drug Reaction (ADR) Reporting Scheme, in accordance with other local and national initiatives/schemes and the requirements of Clinical Governance.
2. To promote and implement the Trust's Formulary, Prescribing Guidelines and policies, in order to ensure the safe and cost effective use of medicines throughout the Trust and the Primary/Secondary Care interface.
3. To co-operate with objective setting, individual personal assessment and continuing education and training programmes, in order to ensure continuing professional development and competence to practice as required by clinical governance.
4. To provide and participate in education and training programmes for Pharmacy staff, other health care staff and patients. (This may include a role in undergraduate and post-graduate courses by agreement.)
5. To act as a mentor to vocational students, pre-registration pharmacists and diploma/MSc students, when appropriate.
6. To prepare and submit at least one (joint) publication annually to reflect the innovative and successful work of the Pharmacy Directorate. Undertake clinical audit and practice research within the hospital.
7. Together with other members of staff to ensure that work is carried out in accordance with current departmental procedures and legislation / regulations in respect of the Health & Safety at Work Act, COSHH and other pertinent recommendations are complied with.
8. To respond positively and in a timely way to those changes which may occur and affect the nature, direction and delivery of pharmacy services.
9. To participate in out-of-hours service offered to all directorates and external bodies where appropriate, weekend and Bank and Statutory Holiday working, in keeping with the Pharmacy Directorate arrangements on all Trust sites.
10. To ensure that security is maintained at all times, including that relating to computer systems.
11. To ensure that total confidentiality with regard to the business of the Trust is upheld



at all times.

12. Record clinical interventions and activities in line with departmental policy
13. Participate in Continuing Professional Development as per the national guidelines of the GPhC and the department policy.
14. Document patient care contributions in the patient's history notes and use the trusts incident reporting system to report any medication errors.
15. Facilitate patient discharge in line with current departmental procedures to ensure a timely and effective discharge.
16. To attend and participate in pharmacy clinical meetings.
17. To work in conjunction with the self-medication / POD's system with technicians and nurses to promote the reuse of medicines.
18. To undertake any other reasonable duties which may be required.

#### **Clinical Governance / Quality**

To co-operate with objective setting, individual personal assessment and continuing education and training programmes, in order to ensure continuing professional development and competence to practice as required by clinical governance.

#### **Education and training development**

Provide clinical training for pharmacy undergraduates, pre-registration pharmacists, postgraduate pharmacists and technicians. Develop, implement and maintain a structured package of training materials appropriate for the trainee.

#### **Equality and Diversity**

It is the responsibility of every member of staff to understand our equality and diversity commitments and statutory obligations under current equality legislation (the Equality Act 2010) and to:

Act in ways that support equality and diversity and recognises the importance of people's rights in accordance with legislation, policies, procedures and good practice;  
Valuing people as individuals and treating everyone with dignity and respect, consideration and without prejudice, respecting diversity and recognising peoples expressed beliefs, preferences and choices in working with others and delivering appropriate services;

- Recognise and report behaviour that undermines equality under Trust policy.
- Be consciously aware of own behaviour and encourage the same levels of behaviour in colleagues.
- Acknowledge others' different perspectives and recognise the diverse needs and experiences of everyone they come into contact with.
- With the support of managers develop an equality and diversity objective through the personal development review process.



## Values and Behaviours

### We are Caring

We are kind to each other and always show compassion to ourselves and others.

We know we are doing this when:

- We are always **kind** and **compassionate** to ourselves, our patients, families and colleagues;
- We **recognise** and **appreciate** each other, taking pride in working here and our contribution to success;
- We are **professional** and always seek to deliver the best standards of care.

### We are Fair

We treat people equitably and value their differences.

We know we are doing this when:

- We value **everyone** for their unique contribution and we embrace diversity;
- We are confident in **speaking up** and we support all our colleagues to do the same;
- We are **open and honest**.

### We Are Innovative

We work as a team to continuously improve the way we deliver and transform health care.

We know we are doing this when:

- We **continuously improve** the services we deliver and pioneer new ways of doing things;
- We **learn from mistakes**, striving to ensure we get things right first time;
- We **create and share knowledge** with each other, patients and our professional communities.

and experiences of everyone they come into contact with.

- With the support of managers develop an equality and diversity objective through the personal development review process.

## Infection Prevention & Control

All staff will adhere to infection control policies and procedures at all times and carry out role specific duties as per roles and responsibilities.

## Confidentiality



Confidentiality/Data Protection regarding all personal information and Trust activity must be maintained at all times (both in and out of working hours). All staff should ensure that they are familiar with and adhere to all Trust privacy, confidentiality and security policies and procedures. Any breach of confidentiality will be taken seriously and appropriate disciplinary action taken.

#### **Freedom of Information**

In accordance with Freedom of Information and other associated legislation, the Trust may be required to make public recorded information available upon a request, or do this as part of a publication scheme. Please note, that in your public role, your name or job role may be contained in a document that is published in accordance with such legislation.

#### **Health and Safety**

All employees have a duty to take reasonable care to avoid injury to themselves or to others and to co-operate with the Trust in meeting its statutory requirements.

#### **Safeguarding Children and Vulnerable Adults**

All trust employees are required to act in such a way that at all times safeguards 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.

#### **IT Skills**

All staff are expected to have or to gain a minimum of basic level IT skills to enable them to use the Trust IT systems to support Trust services and needs. All staff should be familiar with relevant IT systems and security policies and procedures.

#### **Records Management**

All staff are personally responsible for record keeping. A record is anything that contains information in any medium e.g. paper, tapes, computer information, etc. which have been created or gathered as a result of any NHS activity. All individuals within the Trust are responsible for any records they create or use. Please ensure that records are retained in accordance with the Records Management Policy and are stored in a manner that allows them to be easily located in the event of a Freedom of Information (FOI) request.

<b>Information Quality</b>
All staff must ensure complete and accurate data is collected to the highest standard at all times. Data collection should be supported by adequate documentation and processes should be regularly reviewed. Staff should ensure that processes conform to national standards and are fit for purpose. All staff should comply with the Information Quality Policy.
<b>Professional Responsibility</b>
As per registration and policy
<b>Clinical Responsibility</b>
Provide an advanced level clinical service to the Directorate
<b>Administration Responsibility</b>
N/A
<b>Research</b>
Conduct and supervise practice research and produce 1 publication annually.
<b>HR Management</b>
Supervise rotational grade pharmacists during their Directorate rotation; assessing abilities as a clinical pharmacist. Input into time management, organising ward rounds, visits to observe medical procedures, specialist teaching.
<b>Financial Responsibility</b>
Monitor monthly expenditure against budget on medicines within the directorate and prioritise areas for action to contain unnecessary spending.
<b>Change of Job Description</b>
The duties outlined above are not intended to be exhaustive and may change as the needs of the department alter in line with current agendas. This job description will be subject to periodic review and amendment in accordance with the needs of the Trust.



## Liverpool University Hospitals

NHS Foundation Trust

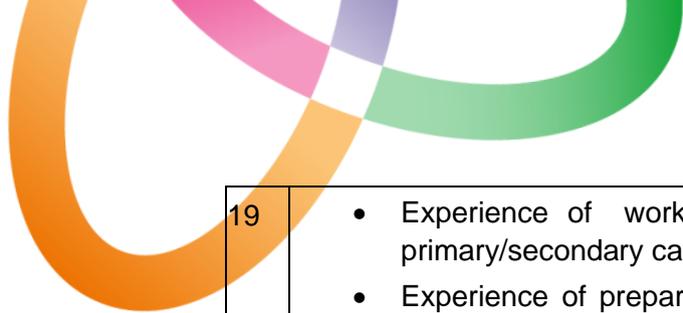
### Person Specification

<b>Job Title:</b>	Pharmacist Advanced, Directorates		
<b>AfC Band:</b>	8a	<b>AfC Job Code:</b>	AHP.PA.R0054b

Person Specification				
	Qualifications	Essential	Desirable	Assessment
1	<ul style="list-style-type: none"><li>MPharm or equivalent</li></ul>	E		
2	<ul style="list-style-type: none"><li>Post graduate clinical qualification</li></ul>	E		
3	<ul style="list-style-type: none"><li>Member of the GPhC</li></ul>	E		
4	<ul style="list-style-type: none"><li>Management qualification</li><li>MSc</li><li>MRPharmS</li></ul>		D D D	
	Experience	Essential	Desirable	Assessment
5	<ul style="list-style-type: none"><li>Demonstrable post registration hospital experience</li></ul>	E		
6	<ul style="list-style-type: none"><li>Delivery of clinical pharmacy services to a broad range of specialities</li></ul>	E		
7	<ul style="list-style-type: none"><li>Effective working within a multidisciplinary clinical team</li></ul>	E		
8	<ul style="list-style-type: none"><li>Evidence of significant, relevant and on-going personal CPD</li></ul>	E		
9	<ul style="list-style-type: none"><li>Acute Teaching Trust/Tertiary Referral Centre experience</li></ul>		D	



	<ul style="list-style-type: none"> <li>• Leading medicine-related protocol development</li> <li>• Leading and supervising audit or practice research projects</li> </ul>		D	
			D	
	<b>Knowledge</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
10	<ul style="list-style-type: none"> <li>• Advanced generalist knowledge of the clinical areas within the Medical and Surgical Division.</li> </ul>	E		
11	<ul style="list-style-type: none"> <li>• Knowledge of the law relating to pharmacy and medicines</li> </ul>	E		
12	<ul style="list-style-type: none"> <li>• Expert knowledge of the therapeutics and medicines regarding pain management and VTE</li> </ul>		D	
	<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
13	<ul style="list-style-type: none"> <li>• Excellent communication skills</li> </ul>	E		
14	<ul style="list-style-type: none"> <li>• Good computer skills including effective use of office applications including analytical software</li> </ul>	E		
15	<ul style="list-style-type: none"> <li>• Logical thought processes</li> </ul>	E		
16	<ul style="list-style-type: none"> <li>• Appreciation of pharmaco-economics</li> </ul>	E		
17	<ul style="list-style-type: none"> <li>• Ability to critique and present complex or contentious clinical information in an impartial and balanced manner</li> </ul>	E		
18	<ul style="list-style-type: none"> <li>• Ability to effectively prioritise workload and work under pressure</li> <li>• Good organisational skills including ability to meet deadlines</li> <li>• Ability to work alone and as part of a team in a changing environment</li> <li>• Ability to manage change using appropriate negotiating skills when faced with barriers to change</li> </ul>	E E E E		



19	<ul style="list-style-type: none"> <li>• Experience of working across the primary/secondary care interface</li> <li>• Experience of preparing shared care protocols</li> <li>• Experience of preparing patient group directions (PGDs)</li> </ul>		D D D	
	<b>Other</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
20	<ul style="list-style-type: none"> <li>• Good interpersonal skills</li> </ul>	E		
21	<ul style="list-style-type: none"> <li>• Diplomatic</li> </ul>	E		
22	<ul style="list-style-type: none"> <li>• Innovative thinking</li> <li>• Committed and with integrity</li> </ul>	E		
23	<ul style="list-style-type: none"> <li>• Appropriately assertive</li> </ul>		D	