

JOB DESCRIPTION

JOB TITLE: Lead Medicines Information, Formulary & Pathways Pharmacist

GRADE: Band 8a with EDC

BASE: Pharmacy Department, Homerton Hospital

MANAGED BY: Deputy Chief Pharmacist

MANAGES: Pharmacists (Band 7/6)

JOB SUMMARY:

To provide and develop a high-quality Medicines Information Service to patients and all healthcare personnel within Homerton Healthcare Foundation Trust (HUHFT) and the locality of City and Hackney.

To represent Homerton and be a member of the North East London Formulary and Pathways Group (NELFPG), responsible for the entry of new medicines and new indications for medicines onto the formulary, medicines-related pathways, shared care and transfer of care guidelines.

To be the secretary of the Trust's Drugs and Therapeutics Committee (DTC), supporting the local implementation of NICE TAs and the update of the local formulary.

To actively participate in the provision of clinical pharmacy services and to provide operational support to the dispensary as necessary.

MAIN RESPONSIBILITIES:

Medicines Information Services

To develop and manage the medicines information service, including the Patient Helpline, at HUHFT and to ensure the delivery of a high-quality, efficient and well-regarded service.

To undertake core enquiry answering service providing professional, clinical and scientific information and advice to a range of healthcare professionals and patients where appropriate

To answer medicines information enquires, specifically;



- Design and carry out complex search strategies, using multiple references
- Design and carry out literature searches using medical databases
- Interpret complex information from multiple sources, critically evaluate and interpret this evidence and use clinical expertise to apply to the patient context
- Tailor information to either specific patients, or to a patient cohort
- Make recommendations in high-risk prescribing groups (e.g. pregnancy/breastfeeding, renal/hepatic impairment)
- Communicate complex information effectively to a range of HCPs and patients through written or verbal responses as necessary
- Work to urgent deadlines in a timely manner, prioritising the workload of the service and delegating where appropriate to the rotational pharmacist

To manage rotational band 6/7 pharmacists, provide in-depth medicines information training, set objectives and undertake appraisals.

To maintain the computerised database (Mi Databank) for all medicines information enquiries, and to ensure record keeping complies with legal requirements, and professional standards

To ensure that workload statistics for medicines information are recorded accurately so that the anticipated demands on the service are highlighted and proactively managed

To attend UKMI conferences and collaborate with the regional MI centre and UKMi in quality assurance programs, including internal and external audits, user satisfaction surveys and collection of data for benchmarking exercises.

To lead and co-ordinate MHRA drug recalls at HUHFT, including appraising drug shortages and recommending alternative drug supplies.

Medicines Optimisation, Formulary and Pathways

To represent Homerton and be a member of the NEL FPG, responsible for the entry of new drugs, new indications for medicines into the formulary, medicines related pathways, shared care and transfer of care guidelines across NEL.

Evaluate new drug requests from applicants in Homerton, coordinate with surrounding Trusts in NEL, support robust critical appraisals of the new drug, assist Consultants with the completion of required paperwork and submit application to NEL FPG.

To act as secretary of the Trust's DTC, put together agendas, minutes and regular reports of the committee's activities, feedback NEL FPG outcomes and discuss local implementation of relevant NICE TAs.

Co-ordinate pro-active horizon scanning as part of formulary planning.

Act as the lead interface pharmacist and raise any gaps in transfer of



medicines related information to the City and Hackney Medicines Optimisation and Prescribing Committee.

Lead in the development, update and maintenance of the local electronic formulary.

Ensure that the hospital fulfils its obligations for incorporation of NICE recommendations within the local formulary, and in line with the DoH's Innovation Health and Wealth, NHSE-NHSI's Early Access to Medicines Scheme and Accelerated Access Collaborative

Contribute to local and regional committees and Networks where formulary and clinical pathway discussions take place, as required.

Support the effective implementation of national guidelines and safety alerts e.g. NICE, MHRA and other patient safety alerts.

Support clinical audit of medicines use and the development and update of guidelines, policies and other tools to implement alerts, formulary decisions and prescribing standards.

Support the ICB with its work on prescribing improvement programmes, medicines optimisation, Greener NHS, etc

Support the investigations of medicines related critical incidents and complaints and facilitate systems to implement best practice.

Clinical / Operational Responsibilities:

To deliver pharmaceutical care to patients and recommend, substantiate and communicate best therapeutic options for patients, implement changes in prescribing practice to ensure evidence based medicine is followed as appropriate and to document pharmaceutical care issues and action plans in the electronic patient record

To ensure that patients (and/or carers) are fully counselled on the use of their medicines, to support the optimal use of medications.

To liaise with GPs and community pharmacists and other hospitals where appropriate to maintain continuity of care across the interface

To maintain awareness of medication practice and support enforcement of the Trust's policies, promoting the cost-effective use of medicines and recording clinical interventions and incident reports when necessary, so that areas of concern can be highlighted and addressed.

To provide clinical pharmacist cover to wards and the Pharmacy Dispensary when appropriate, ensuring the effective and timely supply of medicines for inpatients.

To support a learning and development environment in the pharmacy department through effectively inducting new staff, facilitating personal and professional development and monitoring the level and standard of work undertaken by staff.



To support teaching of pre-registration and junior pharmacists in a ward-based, patient- centred setting and to be a clinical tutor for pharmacists undertaking postgraduate certificate/diplomas.

To lead their team on Saturday / Bank Holiday/ late shifts and ensuring beforehand that sufficient resources are in place for the service to be delivered.

To contribute to the On-call Pharmacy service.

To undertake any other relevant duties as directed/required by the lead pharmacists for clinical and operational services and the chief pharmacist

This job description outlines the current main responsibilities of the post. However the duties of the post may change and develop over time and this job description may, therefore, be amended in consultation with the postholder.

Equality, Diversity and Inclusion

We are committed to achieving [equality and inclusion for all our people at Homerton University Hospital NHS Foundation Trust](#). We are proud to be in one of the most diverse locations in the country, with nearly 90 different languages spoken as a main language, and we champion equality, diversity and inclusion in all aspects of our employment practices and service delivery. Every member of our staff is expected to understand, commit to, and champion equality, diversity and inclusion throughout their work.

Standards of English

All employees are required to have the appropriate level of English competence to enable them to effectively carry out their role, deliver safe care and enhance the patient experience. This is a requirement of the Immigration Act 2016 (Part 7), and the Person Specification will clearly define the required level of competence for the role.

Health and Safety

Employees, in line with the Trust's commitment to the Health and Social Care Act 2008 (Previously known as the 'Hygiene Code'), improving infection control and health and safety are individually required to ensure that they make every effort to contribute to making the Trust a clean and safe environment within which to work and receive care.

All staff have a responsibility to prevent and control infection within Homerton Hospital. This includes ensuring personal and team compliance with the Hygiene Code (Health and Social Care Act 2008) and all relevant policies including Hand Hygiene, Homerton Dress Code, MRSA screening and Infection Control.

Trust Policies

All employees of the Trust are required to observe legislation, Trust policies, standards and guidelines relating to risk management, equal opportunities, data protection and standards of business conduct.



Safeguarding

It is the responsibility of each member of staff to be aware of, and work in accordance with, the Trust's safeguarding children and adults policies and procedures. This includes ensuring that they undertake statutory and mandatory safeguarding children and adult training appropriate for their role. In addition to acquiring safeguarding knowledge and skills, each member of staff must be competent and maintain their knowledge and skills in clinical practice to safeguard the health and wellbeing of children and adults.

Sustainability

It is the responsibility of leaders of the Trust to demonstrate and foster the Trust's commitment to environmental sustainability and corporate social responsibility by acting as a role model and enabling others. It is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computers, monitors and equipment when not in use, minimising water wastage and reporting faults promptly.

Smoke-Free

Homerton University Hospital NHS Foundation Trust is smoke free. Smoking by staff is not permitted on Homerton premises.



Living Our Values – How We at the Homerton Work

At Homerton Healthcare we consider all our people as leaders and we expect everyone to demonstrate our leadership behaviours in their work:

- Be compassionate and kind
- Have a growth mindset
- Demonstrate professionalism
- Practice gratitude
- Champion equality and inclusion
- Advocate Just Culture

Our five values, Personal, Safe, Respectful, Inclusive, and Responsibility, underpin our leadership behaviours and set out how we show this in practice

Personal

We will give compassionate care that addresses individual needs and is responsive to our patients, service users, their families and carers, and our people.

We will:

- ensure that relationships with patients and service users are founded on compassion, empathy, and kindness
- appreciate each person as an individual and address their specific needs to ensure we deliver equitable care
- actively listen to and involve patients and service users in decisions about their care
- provide continuity of care through good communication and teamwork

Safe

We will do everything we can to make our services as safe as possible and constantly seek to learn and improve.

We will:

- be open and honest when we get things wrong, and do all we can to correct and learn from our mistakes
- listen to our staff, patients, service users and their families and carers and use their feedback to improve services
- ensure that we have the right staff, in the right numbers, with the right skills, in the right place, at the right time
- constantly monitor standards of care and respond quickly if there are concerns

Respectful

We will treat others as we would expect ourselves or our families to be treated and cared for.

We will:

- treat everyone with dignity and respect
- listen to others and value their contribution



- provide services that meet the diverse needs of our communities
- value and support the health and wellbeing of all our staff

Inclusive

We will respect and value the diversity of our patients and people so everyone can thrive, feel a sense of belonging and can be their authentic self.

We will:

- celebrate and value everyone's uniqueness and difference
- create psychologically safe spaces that enable people to bring their whole, authentic selves to work
- foster a sense of belonging
- have an anti-racist approach and tackle all forms of discrimination

Responsibility

We will take responsibility for our actions and any problems that we come across – we lead by example.

We will do this by:

- being open and transparent about our performance and setting challenging improvement targets
- thinking differently and looking for new and innovative ways of working
- ensuring our care is evidence based and follows best practice
- doing the right thing, even when it is difficult



PERSON SPECIFICATION

POST: Lead Medicines Information, Formulary and Pathways Pharmacist

BAND: 8a with EDC

DEPT/UNIT : Pharmacy

DATE: December 2022

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Education / Qualifications	<ul style="list-style-type: none"> ▪ Masters degree in Pharmacy (or BSc (Pharmacy)) ▪ GPhC registered ▪ Clinical Pharmacy Diploma or equivalent hospital pharmacy experience. ▪ Evidence of CPD 	<ul style="list-style-type: none"> ▪ Member of the Royal Pharmaceutical Society ▪ RPS Faculty membership ▪ Independent Prescribing qualification (or working towards IP) 	AF/I
Skills/ Abilities	<ul style="list-style-type: none"> ▪ Able to demonstrate a clear understanding of clinical pharmacy practice. ▪ Able to process complex clinical information in an accurate and timely manner ▪ Excellent organisational and time management skills and ability to effectively prioritise. ▪ Excellent attention to detail and ability to problem-solve ▪ Able to communicate effectively using a variety of methods (written, verbal, presentation) with a range of HCPs and patients. ▪ Demonstrate a clear understanding of best practice and legal requirements relating to medicines storage and use within Hospital Pharmacy ▪ Competent in the use of Microsoft Office incl. Word, Excel and PowerPoint. ▪ Able to take accurate minutes and ability to summarise complex discussions ▪ Aptitude for training and motivating others ▪ To be an effective leader for a team of pharmacists/ 	Management experience, including carrying out; <ul style="list-style-type: none"> ▪ Appraisals ▪ Sickness management 	AF/I

	technicians <ul style="list-style-type: none"> ▪ Ability to work well in a multidisciplinary team 		
Experience	<ul style="list-style-type: none"> ▪ Significant relevant experience as a hospital clinical Pharmacist. ▪ Experience of regular participation in MDT meetings. ▪ Significant experience of working in a Medicines Information service and proficient use of Mi Databank. ▪ Innovation or service development experience ▪ Experience of developing and updating SOPs / Policies. ▪ Experience of staff management ▪ Teaching and training of pharmacy staff ▪ Experience dealing with medicines recalls/patient safety alerts ▪ Experience supporting new drug applications for formulary consideration. ▪ Audit and report writing experience 	<ul style="list-style-type: none"> ▪ Change management experience ▪ Teaching and training of other health care professionals ▪ Experience managing hospital formulary 	AF/I
Knowledge	<ul style="list-style-type: none"> ▪ <i>Knowledge/Understanding of confidentiality issues</i> ▪ Comprehensive understanding of clinical pharmacy services ▪ Awareness of Integrated Care Boards (ICBs) ▪ Understanding of NICE Technology Appraisal and implementation process. ▪ Knowledge of acute pharmaceutical care issues ▪ Awareness of quality and risk-management issues ▪ Understanding of medicines temperature monitoring systems ▪ Understanding of supply chain challenges 	<ul style="list-style-type: none"> ▪ Drug budget analysis and directorate reporting ▪ Horizon scanning 	AF/I

Trust Values, Equal Opportunities & Other Requirements	<ul style="list-style-type: none"> ▪ <i>Understanding and demonstration of the Trust Values</i> ▪ <i>Commitment and adherence to equality, diversity and inclusion</i> ▪ Enthusiastic approach to changing and developing pharmacy services and the roles of pharmacy staff ▪ Flexible in responding to the demands of the service ▪ Able to concentrate on highly complex matters (business case development/report writing, pharmacy activity analysis, drug query answering, checking of dispensed prescriptions etc) despite frequent interruptions. ▪ High level of work organisation, self- motivation, drive for performance and improvement and commitment to the continuous development of staff and self. ▪ Willing to take on new projects ▪ Decisive, using sound judgement in decision making in a timely and confident manner ▪ Commitment to developing a culture of openness and partnership. ▪ Able to work autonomously on own initiative and as part of a team. ▪ Able to act as an Ambassador for the Service. 	▪	AF/I

Mandatory components in all job descriptions are shown in italics

Means of Assessment include application form (AF), Interview (I), Test (T), Presentation (P)