

JOB DESCRIPTION

JOB TITLE: Rotational Clinical Pharmacist

GRADE: Progressive Band 6/7

REPORTS TO: Head of Clinical Pharmacy

ACCOUNTABLE TO: Chief Pharmacist

Behavioural Skills:

All roles within the Trust require staff to demonstrate our core values in the care they provide to patients. All members of staff should consider these behaviours an essential part of their job role.

- **Courtesy and respect**
 - **A welcoming and positive attitude**
 - **Polite, friendly and interested in people**
 - **Value and respect people as individuals**
- **Attentively kind and helpful**
 - **Look out for dignity, privacy and humanity**
 - **Be attentive, responsive and take time to help**
 - **Visible presence of staff to provide the service**
- **Responsive communication**
 - **Listen to people and answer their questions**
 - **Keep people clearly informed**
 - **Involve people**
- **Effective and professional**
 - **Safe, knowledgeable and reassuring**
 - **Effective care and services from joined up teams**
 - **Organised and timely, looking to improve**

Summary of Post

To provide clinical pharmacy service across various medical and surgical specialties within the Trust to optimise patient benefit from treatment with medicines and to provide support to medical and nursing staff.

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Year	Pay Band	Key responsibilities
Year 1 Months 1-3	6	Completion and sign off of core competencies in both dispensary and ward areas
Year 1 Months 3-6	6 + EDC	Member of on call pharmacist team Provide clinical pharmacy service to range of clinical areas
Probation review and Band 6 to 7 sign off meeting		
Year 1-2 Months 6-12	7 + EDC	Provide clinical pharmacy service to range of clinical areas Member of on call pharmacist team Undertake and complete year 1 of newly qualified pharmacist training programme (previously known as clinical diploma) or start preparation of RPS foundation portfolio
Year 2 onwards	7 + EDC	Provide clinical pharmacy service to a range of clinical areas Member of on call pharmacist team Line management of a single member of staff Act as foundation pharmacist tutor once 2 years post-registration if required Support and mentorship of Band 6 pharmacists Complete clinical diploma / RPS foundation portfolio or equivalent Undertake independent prescribing qualification Consideration of undertaking formal management training programmes or specialist postgraduate clinical training Design and completion of yearly clinical audits / service development

Note: Timescales are indicative rather than set in stone dependent on completion of competencies and development of required skills to undertake additional duties

MAIN DUTIES AND RESPONSIBILITIES

To provide patient-centered Clinical Pharmacy Services to the various medical and surgical specialties within the Trust in accordance with the hospitals policies and procedures for Clinical Pharmacy.

This includes:

- 1.1) Provide advice, information and support to prescribers as to the appropriate use and choice of medicines. Where possible this should be done at the time of prescribing.
- 1.2) Undertake medicines reconciliation according to Trust policy.
- 1.3) Provide pro-active medicines information to patients, medical staff and nursing staff to ensure the safe and effective use of all medicinal products.
- 1.4) Monitor prescriptions at ward level to ensure the safe and appropriate use of medicines and compliance with any local or national policies or legal requirements, including the Hospital Drugs Formulary.

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- 1.5) Monitor patients for signs of adverse reactions to any administered drugs, and to encourage the appropriate recording of such occurrences.
- 1.6) Provide advice and information to nursing staff and other staff on aspects of drug administration and use.
- 1.7) Ensure, as far as practicable, that patients are aware and competent in the use of medicines that they may have to self-administer after discharge from hospital.
- 1.7) Ensure that medical staff are made aware of any patient who is unable/unlikely to be able to manage their medicine in safety. Appropriate alternatives should be suggested where necessary.
- 1.8) To work with the Chief Pharmacist and other senior pharmacists in providing reviews and collecting data connected with the most effective use of drugs, which may be required for the Hospital Drugs Formulary and other areas.
- 1.9) Assist with the re-use of Patient's Own Drugs Schemes and the development of self-medication schemes in line with hospital policies and procedures. Developing and implementing Medicines Management schemes.
- 1.10) Provide support and guidance for medications requiring therapeutic drug monitoring (e.g Vancomycin and Gentamicin)
- 1.11) To supervise and support any other Pharmacy Staff working at ward level.
- 1.12) Aid patient flow and ensure discharges are processed in a timely manner through liaising with other healthcare professionals and use of satellite dispensaries where available.
- 1.13) To maintain a log of all Clinical Pharmacy interventions made personally.

Additional duties after completion of portfolio and banding followthrough to Band 7:

- 1.14) Undertake and complete a non-medical prescribing degree within 2 years of progression to Band 7 post and act as a non-medical prescriber in line with Trust policy once qualified.
- 1.15) Support the relevant Highly Specialist Band 8a pharmacist, Clinical Team Lead and Head of Clinical Pharmacy in assessing and developing the clinical pharmacy service. This may include but is not limited to developing and/or undertaking audit and quality improvement (QI) projects in your relevant rotation and development and review of relevant policies, procedures and guidelines
- 1.16) Active participation in consultant/registrar-led ward/board rounds, providing support for inpatient prescribing to the multidisciplinary team
- 1.17) Participate in the rota for answering internal and external queries to the clinical pharmacy team email
- 1.18) Attend and participate in meetings representing the pharmacy department both internal and external to the Trust

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2 Training

- 2.1) Undertake appropriate postgraduate training, such as the clinical diploma or equivalent, to further develop skills and knowledge required in a clinical pharmacist role.
- 2.2) To encourage and participate in research and development.
- 2.3) To participate in post-graduate education and training events organised at national, regional and Trust level.
- 2.4) To participate in the programme of lectures to nurses and other health service professionals.
- 2.5) To participate in the training and clinical supervision of Pharmacy Technicians, Pre-registration Trainee Pharmacy Technicians Foundation Pharmacists and placement students (including undergraduate and work experience students).
- 2.6) To undertake training to become familiar with the computerised systems used within Pharmacy Services..
- 2.7) Undertake mandatory training and ensure this is kept up to date in line with Trust requirements.

Additional duties after completion of portfolio and banding followthrough to Band 7:

- 2.7) Act as a foundation pharmacist tutor or clinical diploma tutor as required
- 2.8) Act as a designated prescribing pharmacist (DPP) where suitable and required.

3 Management and Supervision

Additional duties after completion of portfolio and banding followthrough to Band 7:

- 3.1) To provide day to day support and mentorship of rotational Band 6 pharmacists working within your rotation, with support from the relevant Highly Specialist Band 8a Pharmacist or Clinical Team Leader
- 3.2) To line manage and lead allocated staff, undertaking appraisals, clinical supervision and identification of training and development of their skills and knowledge
- 3.3) To assist in the induction of staff in to the service; to help identify training and development needs
- 3.4) Deputise for highly specialist Band 8a pharmacists when required
- 3.5) Partake in the recruitment of Band 6 pharmacists or other pharmacy staff as required

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4 Additional duties

- 4.1) To provide pharmaceutical advice for the dispensing of inpatient, discharge and outpatient prescriptions when working in the Dispensary
- 4.2) To operate approved stock control and accounting systems
- 4.3) To screen outpatient/inpatient and discharge prescriptions prior to dispensing.
- 4.4) To perform a final accuracy check on dispensed medicines.
- 4.5) To act as one of the team of on-call Pharmacists, and participate in the on-call rota.
- 4.6) To assist with the training of pharmacy staff, nurses, doctors and other healthcare professionals.
- 4.7) To work flexibly, responding to the needs of the department.
- 4.8) The postholder will be required to comply with all relevant Trust-wide policies.
- 4.9) To participate in Continuing Professional Development (CPD) activities.

Health and Safety Responsibilities

To ensure that the Trust's Health and Safety Policies are understood and observed and that procedures are followed.

To ensure the appropriate use of equipment and facilities and that the working environment is maintained in good order.

To take the necessary precautions to safeguard the welfare and safety of yourself, patients, visitors, and staff, in accordance with the Health and Safety at Work Act.

To undertake appropriate health and safety training to support safe working practice, including where appropriate, its management.

To demonstrate a practical understanding of risk assessment in relation to their areas of responsibility and to ensure safe systems of work are in place.

To ensure that all incidents occurring within the department are reported in accordance with Trust procedures, investigated and corrective action taken as necessary and/or reported to senior management and specialist advisers.

Moving and Handling Responsibilities

To ensure that all moving and handling tasks within their area of responsibility are assessed, that there is a manual handling plan indicating safe systems of work, and that documentation is regularly maintained and updated.

To observe and monitor the application of M&H skills, ensuring safe practice.

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To attend appropriate training in accordance with the M&H assessed risks within the work area.

Confidentiality

All staff are required to respect confidentiality of all matters that they learn as a result of their employment with the NHS, including matters relating to other members of staff, patients and members of the public.

Equality and Diversity

All employees are required to follow and implement the Trust's equal opportunities policy and to undergo any training and development activities to ensure that they can carry out their duties and responsibilities in terms of promoting, developing, implementing and reviewing the policy arrangements in the course of their work.

Safeguarding Children and Vulnerable Adults

All employees have a duty for safeguarding and promoting the welfare of children and vulnerable adults. Staff must be aware of the Trust's procedure for raising concerns about the welfare of anyone with whom they have contact. Staff must also ensure they receive the appropriate level of safeguarding children and vulnerable adult training depending on their role in the Trust.

Infection Control

It is the responsibility of all staff to ensure that they understand and follow the infection control policies, procedures and best practice applicable within the Trust. In particular:

- Observe all infection control policies and practices relevant to the post
- Act as a role model to others regarding infection control best practice
- Ensure that they keep up to date and attend all relevant training relating to infection control issues applicable to their post.
- Ensure that patients, visitors and contractors are aware of and follow infection control best practice (where applicable).
- Report non-compliance or concerns regarding infection control issues / best practice to their line manager

Trust Values

To work in line with the Trust values and promote these within teams, departments and divisions in the Trust.

Please note that this job description is not an exhaustive list of duties but merely a guide to the responsibilities of the post holder. The post holder may be required to undertake additional duties within the sphere of their competence and to meet the changing needs of the service.

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