

Job Description and Person Specification

Working in partnership

The Royal Wolverhampton NHS Trust
Walsall Healthcare NHS Trust



**Care Colleagues
Collaboration Communities**

Vision

Our vision is to 'To deliver exceptional care together to improve the health and wellbeing of our communities'. Our vision has been updated to reflect the closer working of our organisations and to focus on our core purpose of improving the health and wellbeing of our communities.

A vision is more than a few words – it reflects our aspirations, helps to guide our planning, support our decision making, prioritise our resources and attract new colleagues.

Strategic Aims and Objectives

Our strategy is based around four strategic aims - referred to as the Four Cs.



| | | |
|----------------------|--|---|
| Care | Excel in the delivery of Care |  |
| Colleagues | Support our Colleagues |  |
| Collaboration | Effective Collaboration |  |
| Communities | Improve the health and wellbeing of our Communities |  |

Our strategic aims reflect our four key areas of focus and consider the key influences from the environment within which we operate.

Our aims incorporate feedback from colleagues working for both organisations as well as the public and external stakeholders, e.g. the Integrated Care Board and other providers.

Our strategic aims are underpinned by strategic objectives (detailed later in the document) – these are more specific measures which we use to judge our achievement.

Job Description

1. Job Details

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|----------------------------|--|
| Job Title: | Principal Pharmacist – Cardiac Services |
| Band: | Band 8b |
| Reports to (Title): | Deputy/Assistant Director of Pharmacy – Clinical Services |
| Trust Website: | www.royalwolverhampton.nhs.uk |
| Directorate: | Pharmacy |
| Department / Ward: | Pharmacy |
| JD Number: | 1641 |
| DBS Check Required: | <ul style="list-style-type: none">Enhanced with Adult's and Children's Barred List |

2. Job Summary

- To lead the provision and further development of clinical pharmacy services to the Cardiac Services Group (Cardiology and Cardiothoracic Directorates), including clinical, governance and operational functions.
- To lead, manage, grow and develop the pharmacy team providing clinical services to the Cardiac Services Group.
- To be an independent prescriber and utilise this in both inpatient and outpatient settings.
- To be a key member of the multidisciplinary team, participating in multidisciplinary team meetings and ward rounds.
- To provide senior clinical pharmacist cover to the Cardiology and Cardiothoracic wards and to provide training and supervision of more junior pharmacy staff.
- To provide specialist clinical pharmacy advice to cardiology and cardiothoracic patients and liaise with the consultants and nursing teams to support safe and appropriate prescribing in these patient groups.
- To lead and participate in research, audit and quality improvement projects within areas of responsibility.
- To participate in education and formal teaching of other healthcare professionals.
- To attend and actively participate in Cardiology and Cardiothoracic Directorate management and governance meetings and to work collaboratively with the Directorate management teams.
- To monitor and analyse drug expenditure for the Cardiology and Cardiothoracic Directorates, identifying and investigating trends and making recommendations for savings, without compromising patient safety. To assist in implementing cost improvements schemes to ensure best value for money.
- To work collaboratively with the Principal Pharmacist – Division 1 (Surgical Group, Trauma and Orthopaedics, Head and Neck, Ophthalmology, Perinatal & Neonatal Services, Childrens Services).
- To work collaboratively with the Principal Pharmacist – Anaesthesia, Perioperative, Pain Medicine and ICCU Group
- To line manage senior pharmacists working in Cardiac Services and line manage a senior pharmacist from one other speciality.

3. Main Duties and Responsibilities

Professional Role

- Lead and further develop the pharmacy service to the Cardiac Services Group. This will include identifying and addressing any gaps and risks in the service and taking every opportunity to improve the service in line with national recommendations, best available evidence and benchmarking data.
- Provide expert pharmaceutical support and advice to all cardiac services, and the Cardiology and Cardiothoracic Directorate management teams.
- Act as a clinical role model and lead all pharmacy staff in the provision of a high standard of clinical pharmacy services to the Cardiology and Cardiothoracic Directorates, which include (not exhaustive): outpatient clinics and other specialist teams, inpatient wards, operating theatres and the cardiac catheter suite.
- Act as an independent prescriber, including prescribing in both the inpatient and outpatient settings.
- Participate in ward rounds and clinical pharmacy reviews of cardiology and cardiothoracic inpatients. This will include medicines reconciliation, formulating the patient's pharmaceutical care plan, making proactive interventions in individual patient's therapy by providing evidence-based information on medicines related issues, prescribing, and acting as the main Pharmacy contact.
- Proactively support the safe and timely discharge of complex patients addressing any pharmaceutical needs that arise.
- Train and supervise more junior pharmacy staff working in cardiac services.
- Provide advice and education to patients on the correct use of medication and ensure that directions associated with medications are understood. Proactively signpost and refer patients to external agencies for follow up and further support if necessary.
- Identify drug related adverse effects and where appropriate follow through with a yellow card report to the MHRA.
- Encourage compliance with the national, regional, and local clinical guidelines and the prescribing formulary at all times to promote rational and economic prescribing.
- Attend and actively participate in Cardiology and Cardiothoracic Directorate management and governance meetings, advising on issues relating to medicines and provision of pharmaceutical services.
- Provide guidance to the Cardiology and Cardiothoracic Directorates on relevant medicines legislation and policy.
- Aid with the production of policies, procedures, guidelines, Patient Group Directions and patient information to assist in the smooth delivery of medicines optimisation to the Cardiology and Cardiothoracic Directorates.
- Lead and participate in medicines and pharmacy related research, audits and continuous quality improvement projects.
- Audit, evaluate, develop, and implement evidence-based improvements, monitor standards against appropriate benchmarks and undertake risk assessments of the service.
- Monitor medicine related errors and interventions and contribute to root cause analyses. Working in conjunction with the Trust Medication Safety Officer take action to share learning and prevent recurrence of errors and incidents.
- To advise nursing and medical staff on the reconstitution, administration and side-effects of intravenous drugs, including complex drug calculations and consideration of compatibilities.
- To resolve medicines related problems associated with individual cardiology and cardiothoracic patients between primary and secondary care.
- To improve the integration of care of cardiology and cardiothoracic patients across the interfaces, with the view to admission avoidance and reducing medication related readmissions.

- To provide responsible pharmacist support in the dispensary and wards according to the needs of the service.
- To maintain an up to date knowledge of developments in medical and pharmaceutical practice, as part of their own continuing professional development.

Operational Management

- Ensure that an effective, safe, and efficient clinical pharmacy service is provided to all cardiac services at all times.
- Responsible for prioritising tasks, allocating workload and deploying staff appropriately.
- Ensure that controlled drug audits are carried out every three months within each service and that an action plan is put in place to address issues of non-compliance.
- Monitor usage of medicines liable to misuse monthly, investigate and report any areas of concern to the Clinical Director of Pharmacy.
- Ensure that departmental medicines storage audits are carried out at least annually and that an action plan is put in place to address issues of non-compliance.
- To provide proactive analyses for the Clinical Director/Deputy Director of Pharmacy on all aspects of the clinical pharmacy service to cardiac services.
- Support the operational management of the Division 1 Pharmacy Team including line management of allocated senior pharmacists and management of departmental rotas.
- To line manage a senior pharmacist from one other specialist area and be responsible for the delivery of the service to that area.

Financial Management

- Ensure that information about medicine prescribing, usage and cost is conveyed to services monthly via appropriate forums and reports.
- Provide accurate drug expenditure forecasts and horizon scanning for appropriate Trust, Divisional and Directorate Groups.
- Identify and implement in a timely manner changes in prescribing practice to ensure best value for money and delivery of CIP targets.
- Manage the introduction of new medicines within cardiac services.
- Ensure adherence to Standing Financial Instructions and controls in line with Trust policies.
- Disseminate good practice, drive initiatives to transform pathways to make optimal use of resources and new technologies.
- Produce and contribute to business cases to further develop services, ensuring that implications of service development have been accurately assessed via change management and financial approval processes.

Staff Management

- Responsible for recruitment, selection, and retention of line managed staff.
- Ensure appropriate skill mix of staff in areas of responsibility.
- Implement work patterns that deliver service needs and optimise business continuity. Escalate concerns relating to service delivery and sustainability to the Deputy Clinical Director of Pharmacy.
- Take responsibility for all pharmacy staff working within cardiac services and any other allocated staff for all of the following, and according to Trust procedures: Performance Management, Appraisal and Objective setting, sickness absence, disciplinary and grievance matters, personal development, annual leave allocation.
- Meet regularly with individuals and staff groups. Provide a forum for communication to ensure staff engagement and achievements of shared goals.

- Ensure that systems are in place to monitor staff performance, set objectives and ensure that annual appraisals take place.

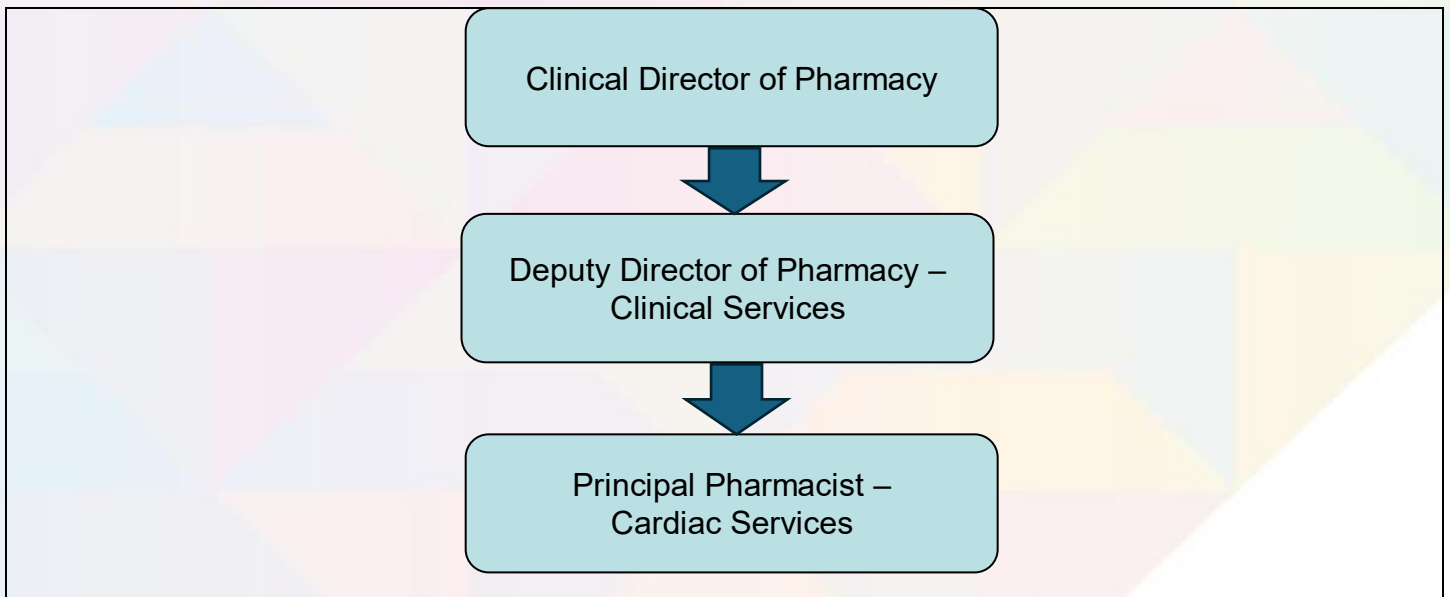
Workforce Development, Education and Training

- Be responsible for the development of the pharmacy workforce in cardiac services, including any training and education requirements. Develop strategies to address any gaps in training identified.
- To act as a Designated Prescribing Practitioner and Designated Supervisor.
- Participate in local training initiatives to meet CPD requirements of healthcare staff.
- Ensure the effective implementation of competency programmes for pharmacy staff involved in providing clinical services.
- Ensure that all pharmacy staff involved in the delivery of the clinical service to the Cardiology and Directorates are trained, competent and compliant in pharmacy and Trust wide policies and procedures relevant to their post.
- Ensure that there is documented evidence of competency of staff undergoing rotational training programmes at least quarterly.
- Develop and deliver lectures, tutorials, and other teaching sessions on medicines-related issues for medical, nursing and pharmacy staff within the specialty and encourage participation of junior members of the team.
- Participate in the training programme schedules for pharmacy undergraduates and foundation pharmacists.

General Obligations

- The post holder will participate in the provision of extended hours of service, including late evening working, Saturdays, Sundays, bank holidays and on-call according to formal rota arrangements and departmental need.
- To report any suspected or observed defects in drugs, medicinal products, and equipment to the Deputy Clinical Director of Pharmacy.
- To be familiar with, and maintain, safe standards of work and adequate records of all processes.
- To have due regard for, and conform at all times with, relevant professional and occupational guidelines, and Trust policies and procedures.
- To maintain at all times the rules relating to patient confidentiality.
- To represent and deputise for pharmacy colleagues as requested by the Clinical Director of Pharmacy where appropriate for knowledge and experience.
- To maintain own development, facilitating up to date skills and knowledge. Identify own development requirements, acknowledging any limitations and taking necessary actions to overcome.
- Undertake any other duties as required by the Clinical Director in accordance with the grade and nature of the post. This job description is not intended to be an exhaustive list of duties and it may be reviewed and altered in the light of changed service needs and developments after discussion with the post holder.

4. Organisational Chart



This job description is not intended to be an exhaustive list of duties and it may be reviewed and altered in the light of changed service needs and developments after discussion with the post holder.

Infection Prevention

Maintain a current knowledge of infection prevention and control practices and policies through annual mandatory updates and role specific training.

Demonstrate a current knowledge of infection prevention and control practices through the delivery of clinical care and maintenance of a safe environment in accordance with infection prevention and control practices and policies. Take part in infection prevention initiatives in the local area. Challenge infection prevention practices, reporting breaches using relevant Trust policies as appropriate (e.g. incident reporting policy).

Equal Opportunities Policy

It is the aim of the Trust to ensure that no job application or employee receives less favourable treatment on grounds of sex, disability, age sexual orientation, race, colour, nationality or ethnic or national origins or is not placed at disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end, the Trust has an Equal Opportunity Policy and it is for each employee to comply with and contribute to its success.

Health and Safety

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

Data Protection

If required to do so, to obtain, process and/or use information held on computerised or manual records in a fair and lawful way in line with the Data Protection Act 2000. To hold data only for specific purpose and not use or disclose it in any way incompatible with such purpose. To disclose data only to authorised persons or organisations, as instructed.

Customer Care

It is the aim of the hospital to provide patients and other service users 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 other service users 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.

Safeguarding

All employees have a responsibility to support the safety and well-being of children, young people and adults at risk of harm and to practice in accordance with legislation. Knowledge, skills and competency are to be maintained according to role and responsibilities in order to fulfil Safeguarding Children and Adults at Risk responsibilities. All employees are expected to comply with existing local Safeguarding policies and procedures, and Trust and Wolverhampton Safeguarding Children Board and Safeguarding Adults at Risk requirements.

Smoking Policy

The Trust provides a smoke-free work environment.

Confidentiality

The Trust is fully committed to encouraging its staff to freely contribute views on all aspects of health service activities, especially those on delivery of care and services to patients. However, you shall not, either during or after the end of your employment (however it is terminated), divulge to 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.

Your obligations of confidentiality under this clause shall not prevent you from raising genuine concerns about healthcare, or a belief that criminal conduct, breach of a legal obligation, health and safety breaches or damage to the environment has been, is being, or is likely to be committed, or any information tending to show any of the above has been, is being, or is likely to be, deliberately concealed, provided that such disclosure is made in good faith and in accordance with the provisions of the Public Interest Disclosure Act 1998 and the Trust's Policy on Raising Concerns at Work-Whistle Blowing Policy, a copy of which is available from the Human Resources Department.

Development

The Trust is committed to supporting the development of all staff. All employees have a responsibility to participate in regular appraisal with their manager and identify performance standards for the post. As part of the appraisal process employees have a joint responsibility with their line manager to identify any learning and development needs in order to meet the agreed performance standards required of the post holder.

NHS Constitution

The Constitution establishes the principles and values of the NHS in England. It sets out rights to which patients, public and staff are entitled, and the pledges which the NHS is committed to achieve, together with responsibilities which the public, patients and staff owe to one another.

All NHS Bodies private and third sector providers supplying NHS services are required by law to take account of this Constitution in their decisions and actions.

A handbook accompanying the constitution may be found by going to NHS Constitution for England - Publications - GOV.UK that essentially provides further and more detailed explanation of each of the rights and pledges.

Criminal Records

This post is not subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be a submission for Disclosure to be made to the Disclosure and Barring Service to check for any previous criminal convictions is not necessary.

AfC Person Specification

Principal Pharmacist – Cardiac Services Band 8b

This document describes the qualities required for a post-holder that are not captured by the JD.

| Specification | Description | Rating – Essential (E) or Desirable (D) | Method of Assessment – Application Form (AF) / Interview (Int.) / Presentation (P) / Test (T) |
|---|--|--|---|
| Qualifications <i>(This must include the level required to appoint to the post. Any requirement for registration should also be recorded here).</i> | Master's degree in Pharmacy (MPharm) or equivalent | E | AF |
| | Pharmacist registered with the General Pharmaceutical Council (GPhC) | E | AF |
| | Postgraduate clinical diploma or equivalent qualification | E | AF |
| | An independent prescribing qualification | E | AF |
| | Formal leadership or management qualification | D | AF |
| Experience / Skills <i>(Type and level of experience required to fulfil duties).</i> | Substantive post-registration experience | E | AF |
| | Recent experience working as an independent prescriber | E | AF |
| | Experience working as a senior clinical pharmacist in a hospital | E | AF |
| | Experience working in the cardiology speciality | E | AF |
| | Experience working in the cardiothoracic surgical speciality | D | AF |
| | Experience of working as part of a multidisciplinary healthcare team | E | AF/Int. |

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| Experience of working with senior healthcare professionals within and external to Pharmacy to deliver a service and achieve service improvements | E | AF/Int. |
| Experience of supervising staff | E | AF/Int. |
| Experience in the delivery of staff training | E | AF/Int. |
| Experience of managing staff including line management duties (sickness absence, H&S, appraisal/PDR reviews) | E | AF/Int. |
| Experience of developing and implementing policies, procedures, guidelines and patient group directions | E | AF/Int. |
| Experience of managing organisational change and re-designing services | D | AF/Int. |
| Experience of clinical governance and risk management | E | AF/Int. |
| Knowledge and experience of budget management and the financial flows in the NHS and impact on service planning | D | AF/Int. |
| Proficient in all Microsoft Office software with proven computer literacy and IT skills including <ul style="list-style-type: none"> Email Word processing Spreadsheet | E | AF |
| Ability to prioritise and plan work effectively, alone and for a team, including the ability to delegate | E | AF/Int. |
| Ability to work on own initiative | E | AF/Int. |

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| | Ability to make sound judgements and act as an expert for Cardiac Pharmacy Services | E | AF/Int. |
| | Ability to provide highly complex information on pharmaceutical issues and impart knowledge to all levels of healthcare professionals (up to and including senior consultants/professor/executive director level) | E | AF/Int. |
| | Ability to influence, persuade and negotiate with staff at different levels | E | AF/Int. |
| | Ability to analyse and interpret complex data and information | E | AF/Int. |
| | Able to demonstrate a wide knowledge and understanding of pharmacy practice and the workings of the NHS, including prescribing and medicines optimisation | E | AF/Int. |
| | Able to demonstrate working knowledge of cardiac services | E | AF/Int. |
| Communication Skills <i>(Indication type of communication and audience, e.g. face-to-face with patients, presentations to colleagues, etc.)</i> | Excellent written and verbal communication skills | E | AF/Int. |
| | Ability to communicate effectively, demonstrating sensitivity to a range of people and organisations | E | AF/Int. |
| | Ability to communicate complex and sometimes sensitive information effectively using clear written and spoken English and overcome barriers to understanding | E | AF/Int. |
| | Ability to provide general pharmaceutical and clinical advice to patients and colleagues | E | AF/Int. |

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| | Ability to present information concisely, accurately and in a variety of formats | E | AF/Int. |
| | Good verbal presentation skills | E | Int. |
| | Able to motivate others and act as a role model, demonstrating a positive “can do” attitude | E | AF/Int. |
| Flexibility (Note here any flexibilities required by the post, e.g. Shift Working required, New tasks may need to be undertaken frequently). | Ability to work early, middle and late shifts, weekends and bank holidays according to the needs of the service | E | Int. |
| | Must be flexible to travel and work across sites and services | E | Int. |
| Other (Any other key issues not recorded elsewhere in JD or person spec). | Must be able to demonstrate that values and behaviours reflect the Trust vision, strategic aims and behavioural framework | E | AF/Int. |
| | Able to work under pressure and to deadlines | E | AF/Int. |
| | Able to deal with conflict, e.g. amongst prescribers when determining prescribing changes, patients who may be upset by changes being made to their prescription | E | AF/Int. |

I understand and accept my accountabilities and responsibilities as outlined in this job description and person specification.

| | Designation | Name | Signature | Date |
|-------------|-------------|------|-----------|------|
| Post Holder | | | | |
| Manager | | | | |

