

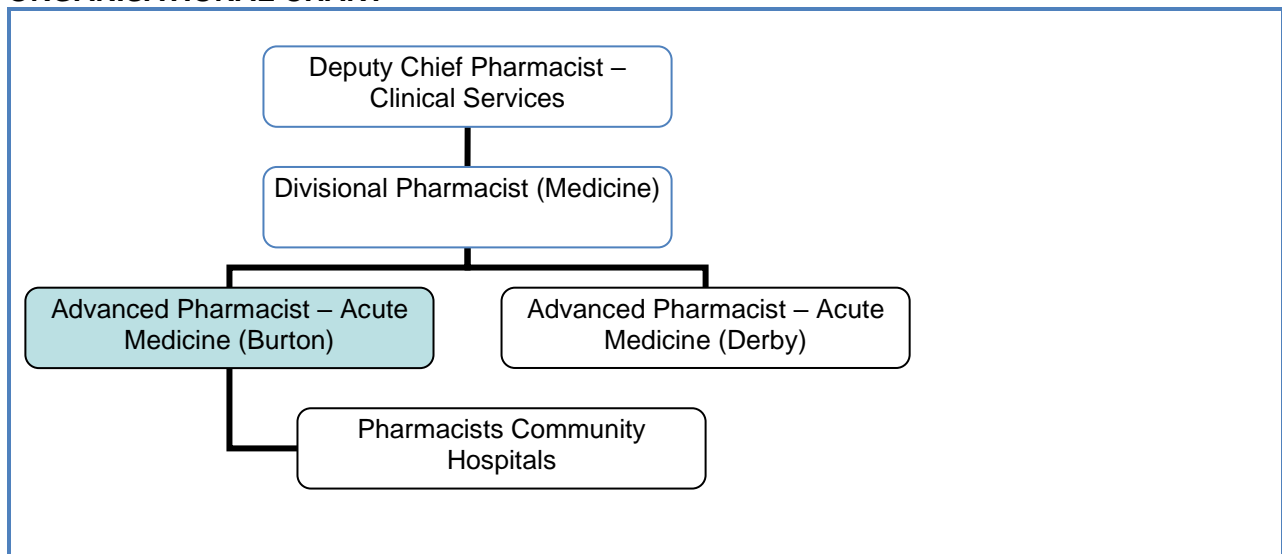
Job Description

JOB TITLE	Advanced Pharmacist – Acute Medicine (Burton)
GRADE	Band 8a
REPORTS TO	Divisional Pharmacist (Medicine)
ACCOUNTABLE TO	Chief Pharmacist
DEPARTMENT	Pharmacist
DIVISION	Cancer, Diagnostics and Clinical Support
DATE	April 2020

JOB PURPOSE

To lead, deliver, and develop pharmacy services to Acute Medicine in accordance with national priorities and local objectives. To ensure that medicines are used safely and effectively and are optimised to ensure maximum benefit for patients in Acute Medicine.

ORGANISATIONAL CHART



DIMENSIONS

Responsibility for the delivery, management and development of pharmacy services to Acute Medicine against standards defined by national priorities and local Trust objectives.

To support Acute Medicine in the implementation of safe, effective and economic medicines therapy by regular reports to the management team and governance group.

To support the Divisional Pharmacist for Medicine by leading on strategic, budgetary and

medicines management issues for Acute Medicine.

KEY RELATIONSHIPS

Internal

- Pharmacy 'Team Medicine' meetings – Provide regular updates
- Manager – provide regular updates, performance review
- Acute Medicine Management Team (Burton) – resolve matters arising / develop clinical services, review and report on medicines expenditure, governance and quality.
- Acute Medicine Clinical Team Meetings - resolve matters arising / develop clinical services issues, review and report on medicines expenditure, governance and quality.
- Drugs and Therapeutics Committee – develop and present new product requests where required

External

- CCG Medicines Management Team - review service issues, formulary and shared care guidelines

KEY RESULT AREAS

1. Statutory Management

- 1.1. Ensure that pharmacy staff working within the managed section comply with all statutory requirements relating to pharmacy services and to Trust employment.

2. Strategic Management

- 2.1. Facilitate the cost effective use of medicines by providing regular reports to the Acute Medicine management team.
- 2.2. Facilitate the safe use of medicines and reduce clinical risk by providing regular reports to the Acute Medicine governance group.

3. Service Delivery and Operational Management

- 3.1. Provide an advanced clinical pharmacy service to the division (this includes evaluating medication of individual patients for interactions, duplication etc, using medicines information and research findings to manage therapeutic problems, reduce risks and advise other healthcare professionals).
- 3.2. To provide specialist advice to patients, medical and multidisciplinary care teams on any aspect of drug therapy by attending ward rounds or case conferences as deemed appropriate.
- 3.3. Where appropriately trained and qualified the post holder will practice as an independent pharmacist prescriber in line with their competencies, the Trust Non-Medical Prescribing Policy and an agreed scope of practice to meet the local needs of patients, health care professionals and the Trust.
- 3.4. Plans and organises clinical rotas for pharmacists and technicians working in the admissions and assessment team.
- 3.5. Implement and monitor clinical pharmacy standards to ensure safe and effective use of medicines throughout Acute Medicine, in accordance with the Trust Policies

- and Procedures for Medicines (Medicines Code).
- 3.6. Prepare relevant workload, financial and quality reports for Acute Medicine Management Team.
 - 3.7. Maintains a policy and procedures manual covering all aspects of the pharmacy service to Acute Medicine. The manual includes administrative, clinical, technical and training information and Standard Operating Procedures sufficient to describe the functions of the Pharmacy Service.
 - 3.8. To deputise for the Divisional Lead Pharmacist for Medicine as required.
 - 3.9. To contribute to the provision of clinical services to the Trust as required.
 - 3.10. Participate in the pharmacist supervision of the pharmacy dispensaries as required.
4. Business, Financial and Service Planning
- 4.1. To actively contribute to the management of the Acute Medicine drugs budget via regular expenditure analysis and feedback to the Acute Medicine management team. To identify current and future cost pressures for discussion and action within the division.
 - 4.2. To contribute to the development of business cases for both new drugs and services through effective horizon scanning and up to date knowledge of therapies.
 - 4.3. Contribute to Trust service planning processes, with particular emphasis on new medicines and therapies.
 - 4.4. Identify new clinical pharmacy service developments within the division. Where appropriate implement and monitor these developments.
 - 4.5. Initiate structured on-going drug use audits to ensure optimal drug usage.
5. Human resource Management
- 5.1. Supervise and teach junior staff (e.g. pharmacists, technicians, pre-registration pharmacists and students)
 - 5.2. Assist the Divisional Lead Pharmacist to recruit, develop and motivate staff to maximise performance and delivery of service objectives and priorities.
 - 5.3. Provide line management for Pharmacist and Pharmacy Technician staff as required.
6. Quality Management and Clinical Governance
- 6.1. Ensure all aspects of medicines usage within Acute Medicine meet agreed National or local Trust standards.
 - 6.2. Assist with the management of errors, complaints and incidents in Acute Medicine in accordance with the Trust Risk Management and Complaints Policy.
 - 6.3. Regularly review medication errors occurring in Acute Medicine, present these to the Divisional governance group and identify actions to reduce risk.
 - 6.4. Manage the introduction of new drugs and treatment guidelines into Acute Medicine by liaising closely with senior clinicians and presenting appropriate information to the Trusts' Drugs and Therapeutics Committee.
 - 6.5. Review and update the joint prescribing formulary, clinical guidelines and shared care guidelines for Acute Medicine.
 - 6.6. Ensure broader risk management issues, such as Health and Safety at Work, COSHH, Safe use of equipment, Infection Control and Product Liability are addressed within renal services.
 - 6.7. Monitor key performance indicators for medicines usage within Acute Medicine to demonstrate that all legal, professional and quality standards are met and to demonstrate quality improvement.
 - 6.8. To monitor prescribing against Trust and local formularies to ensure quality and cost effectiveness.

- 6.9. To provide professional input into the multidisciplinary clinical governance, risk management, quality audit and process review groups in order to ensure that medicines are used safely and effectively across Acute Medicine.

7. Education and Training

- 7.1. Ensures that all pharmacy staff working in Acute Medicine receives appropriate induction and on-going training and education to perform their duties effectively.
- 7.2. Provides appropriate training and education to Acute Medicine including 'medicines management' training for medical and non-medical staff.
- 7.3. Undertakes an agreed programme of education and training to assist in the effective delivery of the responsibilities and duties expected of the post.
- 7.4. Participates as a clinical lecturer and tutor for pharmacists undertaking clinical diploma programmes.
- 7.5. Attend local and national education, training and development courses and keep up to date with the latest developments in hospital pharmacy and therapeutics.
- 7.6. Implement and maintain a clinical training pack for all pharmacy staff working within the division in conjunction with the Divisional Lead Pharmacist.
- 7.7. Act as a role model and clinical tutor for trainees within and outside the pharmacy.

8. Research and Development

- 8.1. Plans and organises audit of medicines use within relevant areas of practice.
- 8.2. Undertakes and publishes pharmacy practice research.
- 8.3. Actively pursue audit research and development within the directorate and the department. Publicise the results of such work through presentations and publications.

9. Pharmacy Practice

- 9.1. Undertake regular pharmacy practice to remain competent and to satisfy the requirements for mandatory professional development and registration with the General Pharmaceutical Council.
- 9.2. Maintain competencies, professional development and practice logs pertaining to non-medical prescribing elements of role where applicable.
- 9.3. Fully participates in a flexible, shift-working pattern including evenings, weekends and bank holiday arrangements over a 7 day period, in line with service requirements.
- 9.4. Participates on the weekend, on call and bank holiday rotas if required.
- 9.5. Although this role is mainly based at the Queen's Hospital Burton site, it may be necessary to work at other sites of UHDB as needed.

PERSON SPECIFICATION – FOR RECRUITMENT PURPOSES

	Essential	Desirable
Education, Training and Qualifications CPD Requirements	Vocational master's degree in pharmacy (or equivalent) plus additional pre-registration training, portfolio-based experience and final examination. Statutory	Accredited computer qualification (e.g. ECDL or equivalent) Membership of Royal

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	<p>regulatory membership of the General Pharmaceutical Council.</p> <p>PG Diploma in Clinical Pharmacy or equivalent</p> <p>Non-medical prescribing qualification within specialist area of practice relevant to acute admissions.</p>	<p>Pharmaceutical Society</p> <p>Membership of other organisations (e.g. Guild of Healthcare Pharmacists, etc)</p> <p>Higher degree e.g. Masters, DPharm or management.</p> <p>CPD Portfolio, workforce training and development experience.</p>
Experience & Knowledge	<p>Significant post-registration hospital practice experience including time in specialist clinical pharmacy practice.</p> <p>Wide-ranging clinical pharmacy experience and expert knowledge and ability to use research findings to develop services and patient care.</p> <p>Evidence of ongoing Continuing Professional Development and learning.</p>	<p>Significant experience in a clinical speciality as expert in clinical pharmacy practice ideally within specialist admissions role</p> <p>Preparation and dispensing of aseptic parenteral products.</p> <p>Experience as part of organisational, multidisciplinary committees and working groups, developing service improvement strategies.</p> <p>Experience / financial management skills and business planning.</p> <p>Experience in teaching and training.</p> <p>Multidisciplinary training and development of staff in safe medicines practice & therapeutics</p> <p>Expert clinical pharmacy practice in a clinical speciality.</p>
Skills and Ability	<p>Evidence of evaluation of best practice – applies research findings and patient information to practice. Promotes evidence-based practice.</p> <p>Demonstrates advanced level of</p>	<p>Communicates best practice outside the organisation.</p> <p>Advanced skills in evaluating medicines</p>

	<p>clinical reasoning and judgement and is able to manage difficult and ambiguous problems in accordance with a documented medical plan, scope of practice and clinician support e.g. evaluates medication of individual patients for interactions, duplication, contribution to admission etc. Uses medicines information and research findings to manage therapeutic problems and reduce risks (often in areas where information is limited).</p> <p>Analyses complex data / information to identify improvements to clinical pharmacy services. Able to articulate information to justify actions taken.</p> <p>Able to cope with a number of complex issues at any one time.</p>	<p>information / trial results.</p> <p>Further training in analytical and judgement skills.</p> <p>Experience in service planning and project management in short-medium term.</p> <p>Prior experience managing change.</p> <p>Publishes research findings in a peer-reviewed journal.</p> <p>Contributes to multi-disciplinary audit and practice-research.</p>
Communications and interpersonal skills	<p>Excellent communication skills, verbal and written to communicate with a broad spectrum of people (from senior Division managers to members of the public). Able to articulate information and present clearly to healthcare staff, patients and members of the public.</p> <p>Effective computer / IT knowledge and skills.</p> <p>Ability to influence senior & junior healthcare staff (pharmacy, medical, nursing staff and managers) e.g. therapeutic decisions.</p> <p>Demonstrable leadership skills – role model for clinical pharmacists.</p>	<p>Advanced interpersonal skills</p> <p>Training in influencing and negotiating skills.</p> <p>Training in leadership skills</p>
Values and Behaviours		
Other requirements		

PERSON SPECIFICATION

Communication and relationship skills (include internal/external contacts)

- Excellent communication skills, verbal and written to communicate with a broad spectrum of people (from senior Division managers to members of the public). Able to articulate information and present clearly to healthcare staff, patients and members of the public.
- Effective computer / IT knowledge and skills.
- Ability to influence senior & junior healthcare staff (pharmacy, medical, nursing staff and managers) e.g. therapeutic decisions.
- Demonstrable leadership skills – role model for clinical pharmacists.

Knowledge, training and experience

- Vocational Master's Degree in Pharmacy (or equivalent) plus additional pre-registration training, portfolio-based experience and final examination. Statutory regulatory membership of the General Pharmaceutical Council.
- PG Diploma in Clinical Pharmacy or equivalent
- Significant post-registration hospital practice experience including time in specialist clinical pharmacy practice.
- Wide-ranging clinical pharmacy experience and expert knowledge and ability to use research findings to develop services and patient care.
- Evidence of ongoing Continuing Professional Development and learning.
- Non-medical prescribing qualification within specialist area of practice relevant to acute admissions.

Analytical and judgemental skills

- Evidence of evaluation of best practice – applies research findings and patient information to practice. Promotes evidence-based practice.
- Demonstrates advanced level of clinical reasoning and judgement and is able to manage difficult and ambiguous problems in accordance with a documented medical plan, scope of practice and clinician support e.g. evaluates medication of individual patients for interactions, duplication, contribution to admission etc. Uses medicines information and research findings to manage therapeutic problems and reduce risks (often in areas where information is limited).
- Analyses complex data / information to identify improvements to clinical pharmacy services. Able to articulate information to justify actions taken.
- Able to cope with a number of complex issues at any one time.

Planning and organisational skills

- Ability to work on own initiative & as part of team.
- Ability to meet deadlines & pay attention to detail.
- Self-motivating with drive to develop services and motivate and inspire other members of the team.
- Plans and coordinates clinical pharmacy services. Plans and organises performance indicators and audit. Assists with strategic planning for the development of medicines usage and clinical practice to meet national and local priorities and objectives.
- Ability to effect and manage change.

Physical skills

- Demonstrable skills for manipulation of pharmaceutical formulations (e.g. injections), preparation and dispensing of medicines.
- Full driving licence and ability/means to travel using own transport.

Responsibilities for patient / client care

- Ability to identify and manage risk.
- Ensures compliance with relevant legislation, good practice guidance and local policy.
- Provides safe, effective and timely services to individual patients (e.g. dispensing, information).
- Applies expert knowledge and skills to patient care to optimise therapy and minimise risk.
- Provides complex advice to patients, medical and clinical staff on all issues of drug usage.
- Prescribes medications for patients in accordance with a defined scope of practice.
- Regular clinical pharmacy practice within specialist clinical area.

Responsibilities for policy and service development

- Works closely with relevant Management team to quality assure and develop service.
- Demonstrates awareness of and commitment to clinical governance agenda. Reviews medication incidents and reports regularly to relevant management and clinical governance team with suggestions for service improvement.
- Awareness of local and national policy initiatives that are relevant to, or impact clinical pharmacy services.
- Seeks to improve clinical pharmacy services to admissions and assessment areas.

Responsibilities for financial and physical resources

- Monitors medicines expenditure in Acute Medicine and advises on the cost-effective use of medicines. Supports the introduction of new medicines by presenting appropriate information to the Drugs and Therapeutics Committee.
- Provides support to Acute Medicine to manage medicines budget through regular reporting, analysis and horizon scanning.
- Safe, secure and effective use of medicines and IT equipment essential to role

Responsibilities for human resources

- Demonstrable commitment to continuing professional development, education and training.
- Ensures training needs of their team are identified and met.

Responsibilities for information resources

- Develops policies and procedures and practice information relevant to the pharmacy service to their division.
- Inputs, reviews, analyses and reports on several databases and clinical systems
- Provides patient specific information and documents this within the health record.
- Provision of specialist clinical information e.g. related to prescription, medicines information.

Responsibilities for research and development

- Integrates research evidence into practice.
- Undertakes own practice research / audit.
- Disseminates findings appropriately.
- Co-ordinates pharmacy audit programme in their area.

Freedom to act

- Implements relevant legislation, national and local policy in pharmacy services and practice to their area.
- Accountable for own professional actions.
- Guided by professional, legal and ethical standards

Physical effort

- Walking between locations, some lifting awkward manipulations, sitting, standing, Light physical effort.

Mental effort

- Work pattern can be unpredictable and requires frequent concentration to review prescriptions, calculations, policy documents and reports.
- Frequent interruptions for urgent advice.

Emotional effort

- Able to handle conflict and complaints.
- May need to reassure distressed patient / carer.
- Able to support distressed staff (e.g. in event of accident, error or complaint).

Working conditions

- Occasional exposure to cold temperatures or unpleasant odours from drugs.
- Routine work on wards in vicinity of bodily fluids, wounds etc.

This job description outlines the duties as currently required but may be amended by mutual agreement to reflect future transformation and integration of the Trust.

Signed: (Member of staff)		Date	
Signed: (Line Manager)		Date	

University Hospitals of Derby and Burton NHS Foundation Trust was formed on 1 July 2018, bringing together five hospital sites in Derby and Burton.

Our aim is to bring together the expertise of our 12,300 staff to provide the highest quality care to patients within Derbyshire and South East Staffordshire. Our vision, values and objectives are:



Our Vision & Identity

Our UHDB Identity is that we provide *'Exceptional Care Together'*, which is our 'Why?'. It is the fundamental purpose that guides all that we do.



Our Values & Behaviours

Our staff have co-created a set of values and behaviours that are stretching and inspiring in equal measures. These are our UHDB promises. They are powerful messages and will shape how we care for others and care for each other. They are **Compassion, Openness and Excellence...**



Our objectives

As part of the 'Big Conversation', we lastly turned our attention to our aims, big steps we must we take in the future. This is our 'What?'. Our staff said that we should continue to have **PRIDE...**

Equality, Inclusion and Diversity

University Hospitals of Derby and Burton NHS Foundation Trusts is fully committed to promoting inclusion, equality, diversity and human rights in employment and delivery of its services. The Trust is committed to providing an environment where all employees, patients, carers and visitors experience equality of opportunity by means of understanding and appreciating the value of diversity.

The Trust works to eliminate all forms of discrimination in line with the Equality Act 2010, and recognises that this requires, not only a commitment to remove discrimination, but also action through positive policies to redress inequalities.

The Trust actively encourages its employees to challenge discrimination and promote equality of opportunity for all.

Employees of the Trust are required to comply with its policies and values around equality, inclusion, diversity and human rights. Failure to do so will be treated as misconduct under the Trusts' Disciplinary Policy and Procedure, which may result in dismissal."

Freedom to Speak up

The Trust is committed to listening to our staff and learning lessons. There are a variety of ways in which concerns can be raised in person, by phone or in writing (including email). We also have a Freedom to Speak Up Guardian who works with Trust leadership teams to create a culture where staff are able to speak up in order to protect patient safety and empower workers. Full details can be found on the Trust Intranet

Data Protection

Organisations are required to comply with the General Data Protection Regulation; the UK Data Protection Act 2018; all other data protection legislation and other local policies and procedures regarding the handling of information. All employees retain the right to request information held about them.

Confidentiality

The Trust requires all staff to maintain a high standard of confidentiality, and any disclosure of information outside the proper and recognised course of duty will be treated as a serious disciplinary offence.

Infection Control

The prevention and management of infection is a key priority for the Trust. As an employee of the Trust you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself.
- be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff.
- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at mandatory training and ongoing continuing professional development
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

Health and Safety at Work Act

All staff must not wilfully endanger themselves or others whilst at work. Safe practices and precautions must be adhered to.

Smoke free Trust

The smoke free policy applies to staff, patients, resident's visitors and contractors.

Research

"The Trust comprises research-active hospitals with a developing culture of research and innovation across the whole organisation. All clinicians are expected to engage in research, development & innovation.

Engagement of clinical staff in research covers a spectrum of involvement, ranging from having an awareness of the studies and trials taking place in their areas, to assisting with the identification of research participants, to research-experienced individuals who win research funding and assume the role of Chief Investigator for multi-centre trials and studies".