

AFC Reference:	CORP/0622
Job Title:	Advanced Clinical Pharmacist, Community Mental Health
Band:	8a
Division/Service:	Corporate
Accountable to:	Deputy Chief Pharmacist Clinical Pharmacy services
Responsible to:	Team/Locality Pharmacist Manager

**Job Outcomes:**

**As a result of the post-holder being effective in their role, The Trust would expect to see the following outcomes for the Trust, service users and the wider community:**

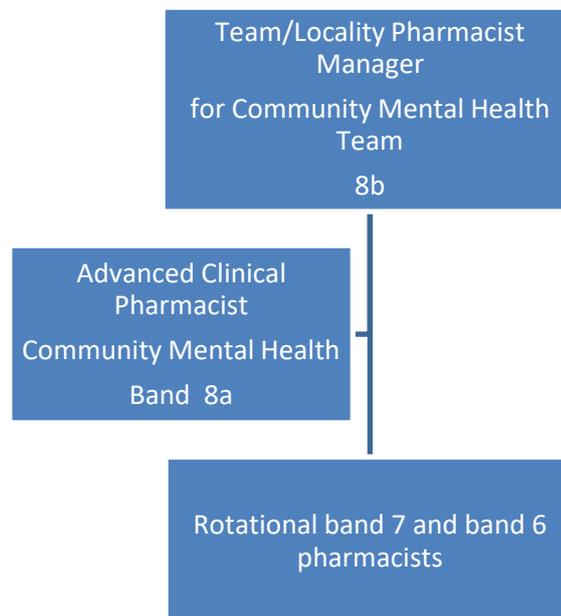
1. Mersey Care NHS Foundation Trust as a leading provider of community services, mental health care, physical health, addiction services and learning disability care.
2. Service users receiving a high-quality service and one which is free from stigma, discrimination, and harm.
3. Staff engaged with the delivery, innovation, and continuous improvement of services to benefit service users.
4. Visible and responsive leadership, setting the standard for others and role-modelled throughout the division for all managers
5. The Trust values of Continuous Improvement, Accountability, Respectfulness, Enthusiasm and Support will be embedded across the division for all staff and evident to service users.
6. The Trust will deliver a high-quality medicines optimisation and pharmaceutical care service to all service users, carers, and healthcare professionals.

**Job Purpose:**

To be actively involved in providing a pharmacy medicines management service to Mersey Care NHS Foundation Trust. The post holder will act as the advanced clinical pharmacist for community mental health within the medicines management team. The post holder will be responsible for leading, delivering and developing comprehensive clinical pharmacy and medicines supply services to the trust's community mental health services, providing specialist information and advice to all members of the multi-disciplinary team, to maximise patient pharmaceutical care. The post holder will be responsible for training and supervising other pharmacy staff members on rotation within community mental health services.

The post holder will be expected to work flexibly in line with the hours of operation.

**Organisational Chart:**



**Principal Responsibilities:**

1. To participate in the delivery of highly specialist clinical pharmaceutical and medical supply services, ensuring that services meet the standards set by the General Pharmaceutical Council and relevant legislation.
2. To act as the advanced clinical pharmacist for community mental health services, within the medicines management team.
3. To act as the trust's point of contact for pharmaceutical issues within community mental health services.
4. To be responsible for leading, delivering and developing comprehensive clinical pharmacy and supply services to the trust's community mental health services.
5. To be responsible for the development and implementation of pharmacy services, including the implementation of systems and processes for the on-going monitoring of patients prescribed psychotropic medication in the community setting, ensuring streamlined processes are in place for escalation.
6. To ensure that effective medicines management practices are developed and carried out consistently within all community mental health services within the trust, to promote medicines safety and reduce risk of harm from medications.
7. To develop evidence-based treatment protocols for use within community mental health and medicines management services.
8. To facilitate the implementation of local and national guidelines relating to community mental health and medicines management services.
9. To contribute to the development of new policies and procedures relating to community mental health and medicines management services, the modification of existing policies and procedures, and their implementation.
10. To undertake clinics with direct patient contact, including medication reviews and home visits.
11. To actively initiate and take part in practice research relating to specialist area of practice, which may lead to publication or to the presentation of papers or posters at conferences and workshops.
12. To represent the trust at external meetings in relation to specialist area of practice.
13. Where appropriate, to attend, contribute to and feed back from appropriate regional or national meetings and conferences in relation to community mental health and medicines management services.
14. To liaise with and advise local or national commissioners with regard to medication and audit relating to community mental health and medicines management services.
15. To act as the pharmacist lead in aligning processes between the trust and the relevant local pharmaceutical and medical committees.

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16. To support community mental health and medicines management services in liaison with external agencies, in relation to handling of medicines and pharmaceutical care, and also to support psychosocial holistic care plans for patients.
17. To act as a deputy for the Team/Locality Pharmacist Manager for Community Mental Health Services, as required.
18. To participate, in association with the Team/Locality Pharmacist Manager, in the service planning, organisation, workload allocation and management of the clinical medicines management service, within community mental health services.
19. To complete the process of medicines reconciliation following transfer of service users within the trust or between primary and secondary care. This involves collating information from patients and carers and liaising with professionals from other healthcare organisations to ascertain presenting complaint, past medical and medication history, working diagnosis and relevant biomedical and psychiatric test results to ensure the safe and effective use of medicines.
20. To ensure that each medicine has an appropriate indication and each diagnosis has an appropriate and rationalised therapy.
21. To ensure that existing therapy is safe to take with, and has not contributed to, the presenting complaint.
22. To ensure that new treatments are compatible with the patients' conditions.
23. To make recommendations on changes to drug therapy in line with the above.
24. To review recommendations in the light of new results and treatment plans.
25. To provide advice on which medications should continue and which should stop or be changed, where appropriate.
26. To monitor for adverse drug reactions and submit 'yellow cards' where appropriate.
27. To provide highly specialised advice on therapeutic drug level monitoring for specific drugs where appropriate, including clozapine and lithium, specifically for patients in community mental health or primary care settings.
28. To provide advice on the availability of alternative formulations as required.
29. To amend prescriptions or prescribe approved medicines in line with trust procedures, as determined by the service/clinical need. The post holder may work as a non-medical prescriber within their area of competence. Where this is the case, the non-medical prescriber will practice in line with General Pharmaceutical Council regulations and trust policies.
30. To provide information on the use of drugs outside of their licensed indications, as necessary.
31. To ensure compliance with formularies, guidelines, policies, and procedures.
32. To work alongside the dispensary and ward technical teams to ensure the safe and timely supply of medicines across the trust.

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33. To perform medication reviews and clinically check prescription charts for inpatient and community patients, including outpatient, leave and discharge prescriptions to ensure the appropriate, safe and legal supply of medicines, complying with national and local guidelines.
34. To undertake pharmaceutical care planning, utilising local trust guidance and national protocols (e.g., NICE).
35. To record clinical interventions and pharmaceutical care planning, in line with departmental procedures.
36. To handle controlled drugs, in accordance with the Misuse of Drugs Act and trust policy.
37. To support the Controlled Drugs Accountable Officer and Medicines Safety Officer in delivering their statutory duties, by delegated responsibilities within community mental health and medicines management services.
38. To comply with legal and other requirements related to the purchase, supply, safe custody and destruction of drugs.
39. To participate in clinical audit and practice research, in line with the departmental audit schedule, including presentation of results where appropriate. Audits will include quarterly controlled drug and antimicrobial prescribing audits, safe and secure handling of medicines audits and other clinical or POMH-UK audits as required.
40. To identify gaps in current audits and assist in the development and implementation of new audit cycles.
41. To participate in clinical trials and ensure the necessary supplies in line with clinical trials protocols.
42. To support the medicines management service in the delivery of all CQC key lines of enquiry.
43. To provide on-going monitoring of Mental Health Act forms in relation to consent to treatment, discussing with the responsible consultant and second opinion appointed doctor as required.
44. In line with trust policies, to log near misses and incidents involving medication using the trust's incident reporting systems, and support review and learning where required as follow up.
45. To attend and be actively involved in multi-disciplinary team meetings.
46. To develop effective partnerships with other professions as part of a multi-disciplinary approach to medicines optimisation.
47. To communicate across the primary/secondary care interface to facilitate seamless pharmaceutical care of patients on admission to and discharge from hospital and other residential, rehabilitation or criminal justice settings.
48. To liaise with healthcare professionals in the community and from other organisations to ensure the implementation of the local area prescribing committee formulary, to ensure the safe and effective use of drugs and resources across the primary/secondary care

interface; and where necessary, develop shared care and treatment protocols to minimise the need for transition between different services or providers.

49. To promote, reinforce, and implement decisions made by the trust's Drugs and Therapeutics Committee.
50. To provide specialist advice and information on the safe and effective use of medicines to service users and carers to maximise concordance with prescribed treatment, either directly or as part of a recovery education programme. This will involve the provision of patient-specific information, and discussion of the risks and benefits of various options for individuals, anticipating and responding to changing requirements for clinical pharmacy services within the trust.
51. To ensure that a recovery-focused approach is adopted to care planning and delivery within community mental health and medicines management services.
52. To communicate effectively with prescribers, highlighting the clinical reasoning, evidence and judgment underpinning medication choice to support the prescriber in making an informed judgement about the most appropriate treatment.
53. To provide guidance on the legal and ethical aspects of drug use, on a case-by-case basis.
54. To be responsible for monitoring and analysing drug expenditure and formulary compliance within community mental health services.
55. To provide advice on the cost-effective use of medicines and identify any potential cost savings, reporting these to senior managers within the medicines management service.
56. To identify changes in prescribing practice that may impact on the setting of the drugs budget, including new prescribing practices (horizon-scanning), and report these to senior managers within the medicines management service.
57. To act as an authorised signatory within the medicines management service for the ordering of medicines and other required items.
58. To explore opportunities in specialist area to use digital technologies to support any aspect of prescribing or medicines handling.
59. To negotiate with clinical staff to ensure compliance with formulary and other medicine related strategies.
60. To act as a role model and mentor to other pharmacists and pre-registration pharmacists.
61. In collaboration with the medicines management education and training team, to prepare and deliver training sessions for medicines management staff, doctors, nurses and other healthcare professionals in the safe and secure handling of medicines, prescribing, administration and treatment with medicines. This will include teaching, induction, peer review, case studies and presentations.
62. To act as a tutor to pharmacists undertaking postgraduate clinical studies, providing assessment and peer review and conducting appraisals.
63. To participate in pharmacist clinical supervision, sharing knowledge and experience with others and participating in peer reflection.

64. To assist in service development.
65. To participate in the effective monitoring, review and evaluation of the clinical medicines management service, including obtaining feedback from ward and clinic areas and implementing service changes in accordance with feedback received.
66. To contribute to the development of standing operating procedures for the clinical pharmacy service and suggest changes to trust-wide policies as required.
67. To develop and review local prescribing guidelines based upon best clinical practice; to support safe, effective, high-quality prescribing within the trust. This requires the interpretation and critical appraisal of drug information and clinical research papers, which may include conflicting information and on which expert opinion varies.
68. To ensure systems are in place for accurate data recording in relation to medicines within community mental health and medicines management services, including information on compliance and administration, non-adherence and quantities of medication dispensed, in line with licensing requirements, legislation, standards and internal policies and procedures.
69. To ensure professional competency through continuing professional education and in line with General Pharmaceutical Council requirements.
70. To undertake mandatory training and other training as required and keep informed of developments within area of working practice.
71. To assist in the recruitment of staff, including participation in recruitment panels.
72. To act as line manager to staff in the service. This will include responsibility for all of the following: appraisals; sickness absence; disciplinary and grievance matters; recruitment and selection decisions; personal and career development (including service specific training) together with involvement in investigations as required, ensuring mandatory training compliance.
73. To participate in individual performance reviews and the use of Personal Achievement and Contribution Evaluation (PACE), including performing appraisals where appropriate.
74. To provide professional and clinical supervision for other staff within the medicines management service, including pharmacists, pre-registration pharmacists, pharmacy technicians, pre-registration technicians and support staff.
75. To act as key holder for the medicines management department. This will include responsibility for opening and locking the building.
76. To maintain the security of the medicines management building, especially whilst working alone, in line with standard operating procedures.
77. To communicate with service users, medicines management staff, other trust staff, and staff from external organisations.
78. To attend and proactively contribute to team meetings.
79. To undertake other relevant duties which are commensurate with the role, including project work, internal job rotation and absence cover.

The trust will deliver a high-quality medicines optimisation and pharmaceutical care service to all service users, carers, and healthcare professionals. Community mental health services within Mersey Care NHS Foundation Trust will receive high quality, specialist mental and physical health pharmaceutical services to aid in the provision of effective patient care.

### **Generic Responsibilities for all staff:**

All post holders will agree to:

- Commit to the vision of supporting Mersey Care in becoming a leading organisation in the provision of community services, mental health care, addiction services and learning disability care, and in doing so fully utilise their skills and experience to support the objectives of the Trust.
- Role model the values of the Trust – Continuous Improvement, Accountability, Respectfulness, Enthusiasm and Support– in all activities and interactions with employees, service users and other stakeholders
- Challenge the stigma associated with mental health and learning difficulties.
- Comply with the Duty of Candour, defined by Francis as: 'The volunteering of all relevant information to persons who have or may have been harmed by the provision of services, whether or not the information has been requested and whether or not a complaint or a report about that provision has been made.'
- Work across professional and organisational boundaries to improve services for all.
- Maintain their specific knowledge base and develop new skills.
- Value the contribution of the patient / service user voice.
- Operate within any organisational codes of practice or those from a relevant professional body.
- Respect equality and diversity across all areas of working practice and communications with staff, service users and other stakeholders.
- Take responsibility for the accurate and timely collection and recording of data and ensuring all personally identifiable information is protected and used only for the purposes for which it was intended.
- Comply with all health and safety legislation and local policies and procedures.
- Adhere to all organisational policies.
- Have knowledge and understanding of technology in the workplace which is sufficient to maintain their efficiency and how technology can empower service users in a digital environment
- Comply with the NHS Constitution in relation to the staff responsibilities that it sets out for NHS employees.

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- Attend a one day Just and Learning & Civility and Respect training workshop
- Be an ambassador for Just & Learning and Civility & Respect following the training
- Positively advocate the just and learning culture within your team
- Be a confident supporter and implementer of the Trust CARES Values including Civility & Respect within your team.
- Support their team/services to create a positive environment for Just and Learning Culture
- Participate in Just and Learning Culture events.
- Bring Just and Learning Culture updates/information to the attention of team members and other MCT colleagues they work with.
- Support and encourage the sharing of concerns about the safety and quality of care with senior leaders with the aim of improving safety and quality.
- Actively participate in creating an open culture within your team so that concerns and difficulties can be discussed safely and respectfully.
- Speaking up in the event that they are exposed to incivility between colleagues in the workplace #iwillspeakup.
- Listening and understanding others who have concerns and taking a collaborative approach to work towards a solution to improve civility and respect.

This job description is intended as an outline indicator of general areas of activity and will be reviewed in light of the changing needs of the Trust in consultation with the postholder.

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS:</b>	<ul style="list-style-type: none"> <li>• Master of Pharmacy degree, or equivalent qualification</li> <li>• Postgraduate diploma in Clinical Pharmacy, or equivalent experience</li> <li>• Independent prescriber qualification, or willingness to work towards</li> <li>• Registration with General Pharmaceutical Council</li> <li>• Postgraduate qualification in Psychiatric Therapeutics/Clinical Pharmacy, or willingness to work towards</li> </ul>	<ul style="list-style-type: none"> <li>• Membership of the College of Mental Health Pharmacy (CMHP)</li> <li>• Membership of the Royal Pharmaceutical Society (RPS)</li> <li>• Leadership or management qualification/training</li> </ul>
<b>KNOWLEDGE/EXPERIENCE:</b>	<ul style="list-style-type: none"> <li>• Experience of working within pharmaceutical services</li> <li>• Experience of working within an NHS organisation</li> <li>• Experience of multi-disciplinary team working</li> <li>• Experience of undertaking audit within pharmaceutical services</li> <li>• Experience of providing supervision</li> <li>• Experience of providing education regarding medicines</li> <li>• Understanding of the benefits and risks of psychotropic therapy and its place in patient care</li> <li>• Understanding of how medicines optimisation</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in hospital pharmacy</li> <li>• Experience of working within community mental health services</li> <li>• Experience of provision of medicines information services</li> <li>• Experience of line management of staff</li> <li>• Knowledge of the evidence base relating to the prescribing of psychotropic medicines</li> <li>• Knowledge of recent and upcoming initiatives within pharmaceutical services</li> <li>• Experience of working within community pharmacy</li> </ul>

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	<p>contributes to high quality patient care</p> <ul style="list-style-type: none"> <li>• Clear understanding of relevant legislation and guidance</li> <li>• Awareness of local area prescribing committee processes</li> <li>• Understanding and positive regard for the needs and rights of people with mental health problems or learning disabilities, and their carers</li> <li>• Demonstrable evidence of commitment to self development and CPD</li> </ul>	
<b>VALUES:</b>	<ul style="list-style-type: none"> <li>• Continuous Improvement</li> <li>• Accountability</li> <li>• Respectfulness</li> <li>• Enthusiasm</li> <li>• Support</li> <li>• High professional standards</li> <li>• Responsive to service users</li> <li>• Engaging leadership style</li> <li>• Strong customer service belief</li> <li>• Transparency and honesty</li> <li>• Discreet</li> <li>• Change oriented</li> </ul>	
<b>SKILLS:</b>	<ul style="list-style-type: none"> <li>• Excellent organisational skills</li> <li>• Good IT skills</li> <li>• Excellent communication skills: <ul style="list-style-type: none"> <li>– written</li> <li>– verbal</li> <li>– listening</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Project management skills</li> </ul>

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	<ul style="list-style-type: none"><li>• Ability to work both independently and as a team player</li><li>• Ability to work flexibly</li><li>• Ability to work under pressure</li><li>• Ability to prioritise workload and manage time effectively to meet specified deadlines</li><li>• Self-motivated and able to use initiative</li><li>• Problem-solving skills</li><li>• Report-writing skills</li><li>• Ability to analyse data</li><li>• Negotiating and influencing skills</li><li>• Ability to adapt to changing environments, needs and demands</li><li>• Recognition of own limitations and ability to ask for support when necessary</li><li>• Professional manner</li><li>• Ability to travel between different sites</li></ul>	
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