



JOB DESCRIPTION

Job Title	Specialist Pharmacist Band 7 (Rotational)	<i>HR use only</i>
Report to:	Clinical Team Lead	Job Reference Number
Accountable to:	Chief Pharmacist	

Job Purpose

The purpose of the post is to develop and operate high quality clinical pharmacy services to a number of defined clinical areas within a rotation. This is a practitioner post and the post holder would be expected to work on their own initiative within guidelines and directions from the Head of Clinical Pharmacy Services and to supervise pre-registration pharmacists, junior pharmacists, and technical staff.

The post holder will have involvement in policy writing, undertaking and initiating audit and active involvement in training and development of pharmacy staff and other healthcare professional groups.

Job Statement

- Act as a specialist pharmacist providing an advanced level clinical pharmacy service to specified clinical specialities involving complex/high risk patient populations.
- Utilise pharmaceutical expertise, working in partnership with patients, carers and healthcare professionals to minimise medicines-related harm and facilitating medicines optimisation. They will also contribute to the wider pharmacy service in both a clinical and leadership role.
- Be accountable as a Responsible Pharmacist for the registered pharmacy business when undertaking related tasks and duties.
- Take part in on-call, evening and 7 day working rotas to provide clinical pharmacy support to all areas.
- Ensure that relationships and own behaviour are managed in line with the Trust's Behavioural Framework.

Organisational Chart



1. Communication and Relationship

- Participate in and assist in the provision of clinical pharmacy services to the Trust in liaison with the Clinical Pharmacy Team Leaders.
- To be a pharmaceutical representative at Trust meetings within defined clinical specialities providing advice on medicines' use and expenditure.
- Liaise with medical, nursing and other staff in the provision and development of clinical pharmacy services, including complex drug or medication related information, and act on any associated problems which may arise.
- Work alongside pharmacists, pharmacy technicians, pharmacy assistants and clerical staff within Pharmacy Services.
- Liaise with medical, nursing and other health care staff within the Trust in relation to Pharmacy Services.
- Liaise with patients and their relatives/carers.
- Liaise with primary care professionals where appropriate to ensure accurate and efficient management of medicines
- Deputise for the Clinical Pharmacy Team Leaders at MDT meetings, Trust and Network level meetings

- Use electronic notes/handovers to convey information to colleagues regarding patient medication.
- Promptly manage and report own and others' medicines errors
- Routinely record pharmacy interventions made
- Work with compassion and professionalism in line with NHS and Trust values

2. Analysis and Judgement

- Comply with all Health and Safety and COSHH guidelines in order to protect own personal safety and safety of others working with hazardous or cytotoxic materials.
- Develop a highly specialist knowledge of the clinical specialities and treatment of co-morbidities to promote and support evidence based medicine within clinical specialities and across the Trust, in order to fulfil the role as a pharmaceutical lead in the specified clinical areas.
- Ensure that all provisions of the current law relating to pharmacy and medicines are complied with both within the Pharmacy Department and on the wards/departments.
- Prioritise own activity, being flexible and adaptable in the approach to workload, balancing the pressing needs at any particular time.
- Required to work with accuracy whilst concentrating for long periods of time, dealing with pressurised deadlines, constant interruptions or stressful situations
- Monitor workload and activity for specialist area and assist in the planning for any developments and changes within the care group that may affect this.
- Identification of specific monitoring requirements / intervention problems, with regard to regular medicines and newly prescribed items.
- To offer medicines information and advice to the specialist area. This involves taking in a lot of complex information and using judgement to formulate an answer or plan of action when there may be numerous options. This complex information then needs to be communicated in a concise appropriate manner
- Review and ensure safe custody and administration of medicines within the specialist area ensuring they are appropriate for their specific needs.
- Liaise with multidisciplinary team in all aspects of medicines management. This involves both communicating plans and also reacting to complex requests.
- Provision of support in the development of Standard Operating Procedures (SOPs), patient group directions, integrated care pathways, NICE/NSF implementation and audit, policies, guidelines and protocols within areas of practice.
- Actively participate in the process of audit and quality improvement
- Utilisation of clinical screening, transcribing and prescribing skills (where appropriate) to enhance medicines optimisation.
- Releases completed products within chemotherapy services
- Supervises and checks dispensing of trial drugs in accordance with SOPs.
- Work in line with Good Clinical Practice (GCP), demonstrating suitable competency.

3. Planning and Organising

- Undertake the regular inspection of drug storage facilities on wards and departments, including controlled drugs (CDs), and advise nursing and medical staff on the legal control, safe custody and security of drugs.
- Co-operate in the development and operation of the Trust's drug formulary.

- Participate in the drug recall system.
- Operate approved stock control and accounting systems.
- Follow all relevant policies and procedures in use within the Pharmacy Department and Trust.
- Undertake any other duties that may be allocated by the Head of Clinical Pharmacy Services or Team Leader and which may reasonably be expected to be undertaken by the post holder.

To Undertake Clinical Pharmacist duties ensuring:

- The ability to deal with all patients and healthcare personnel in a sympathetic and professional manner.
- Providing pharmacist support to wards to ensure accurate drug history and allergies / sensitivities recording by communication with all relevant healthcare professions and the patient / carers.
- Annotation of prescription charts as authorised in the protocol for pharmacist approved changes.
- The implementation of local prescribing policies and formulary recommendations
- Assessment of appropriateness of use of patient's own medication in accordance with departmental policies.
- Timely Medicines Reconciliation is carried out as this can reveal reasons for a patient's illness, such as an ADR or non-adherence to drug therapy. Also, if medication history errors are not identified early enough, interrupted or inappropriate drug therapy can occur compromising Patient Safety. Provision of advice to medical and nursing staff with regard to medication choices, dosages, administration routes, interactions, monitoring required, duration of treatment.
- Routine recording of clinical interventions
- Participation in adverse drug reaction monitoring.
- Awareness of current drug alerts and assist the implementation of drug recalls if required.
- Identification, management and reporting of medicines related errors and near misses.
- Involvement in the provision of medicines supply

To undertake General Responsibilities including:

- Participation in out of hours, bank holidays and weekend provision of pharmacy services, and in doing so being solely responsible for the management of the service at these times, including safety and security of the department.
- Responsibility for safe dispensing, checking and issuing of medicines
- Providing cover for the duties of other pharmacists during periods of absence
- Contribution to the general pharmacy service including non-clinical roles such as within leadership and education/ training.

4. Patient and Client Care

- Initiate and actively implement service developments in a clinical speciality including pharmacy-led service developments, e.g. patient self-administration schemes.

- Actively participate in ward rounds, MDT meetings etc. in the defined clinical specialities.
- Actively manage medicines optimisation according to Trust protocol in order to minimise delays in access to medicines. This will include transcribing of medications and amending prescriptions in line with departmental guidance.
- In conjunction with Clinical Pharmacy Team Leader, develop and undertake non-medical prescribing in appropriate areas.
- Provide expert and advanced evidence based pharmaceutical information and advice on medicines to patients, carers, prescribers and other healthcare staff within clinical speciality.
- Liaise with governance leads in pharmacy and on wards to address any risk management issues with medicines to ensure safe practice in the prescribing, administration and disposal of medicines.
- Participate in the evening, Saturday, Sunday and Bank Holiday service provision and Emergency Duty Commitment rota.
- Registered with the GPhC and meets fitness to practice requirements
- Responsible Pharmacist duties (as defined by GPhC and Medicines Act) to be undertaken when undertaking the registered pharmacy business. Participate in the day-to-day operation of the clinical pharmacist screening in the Dispensary.
- Participate in and follow procedures related to the Trust Major Incident plan.

5. Service and Policy Development

- Develop and implement clinical guidelines and other multidisciplinary protocols to optimise therapy/use of medicines within defined clinical speciality.
- Prepare and submit applications for new drugs to the Drugs Advisory Committee.
- Develop and implement policies and SOPs to support service development.
- Support development of PGDs with other relevant Healthcare Professionals (pharmacists, AHPs and nursing).

6. Managing Financial Resources

- Promote the economic and correct use of medicines
- Monitor and control of medication expenditure ensuring the cost effective use of medicines within the Trust
- Provide evidence based, evaluated economic and safe use of medicines within specialist area, using information from the pharmacy JAC computer system.
- Authorised signatory for the ordering of medicines. Supports and advises the Lead Technician, Stores and Computer Services, in dealing with stock shortages and their alternatives.
- Ensures all equipment is maintained and kept in good working order and reports signs of faulty equipment.
- Uses resources and equipment appropriately and undertakes any necessary training and education relating to use of equipment and resource management.
- Manages own workload ensuring effective use of time, money and resources.
- Reports absence from duty through sickness or other reasons immediately to Line Manager or senior person on duty and ensures the necessary certificate is forwarded as soon as available.

7. People Management and Development

- Initiate and participate in the training of medical, pharmacy, nursing and other healthcare staff in defined clinical specialities on medicines and pharmaceutical practice when applicable.
- In conjunction with Clinical Pharmacy Team Leader, develop appropriate areas for non-medical prescribing.
- Participate in post-graduate education and training events organised at National, Regional and Trust level.
- Participate in the programme of lectures to nurses and other health service professionals.
- Participate in the training and clinical supervision of junior pharmacists, pharmacy technicians, trainee pharmacy technicians and pre-registration pharmacists.
- In-service training is provided to allow staff to provide a competent service. All staff have a personal responsibility to continually review their level of knowledge and expertise in order to keep abreast of the progress of pharmaceutical knowledge and to maintain a high standard of competence.
- Undertake CPD and maintain a portfolio in line with the Pharmacy Services programme, where appropriate, undertaking postgraduate further education to support career and clinical development. Two hours each month is provided within the contracted hours for specific self-directed or shared learning
- Responsible for maintaining own professional registration with the GPhC and confirming with the Chief Pharmacist by 31 October each year.

8. Information System Use and Management

- Use the electronic prescribing system for chemotherapy for the purpose of screening and approving prescriptions.
- Use the Pharmacy computer system for the purposes of dispensing and stock control. Access will be at the discretion of the Pharmacy Systems Manager to support the individual's job role.
- Use the EPMA system (Electronic Prescribing and Administration) for screening, clinical interventions, transcribing and prescribing (where appropriate) and for overall review of the patient's medicine regimen.
- Awareness of the operation of the dispensing robot and electronic medicines cabinets (e.g. MDG, Kardex and Omnicell) as required for provision of job role.
- Ability to use relevant Trust systems (e.g. e-CareLogic, Telepath, Aria, Datix).

9. Involvement in Surveys and Research

- Suggest, initiate and lead on pharmaceutical audit and R&D activities including participation in clinical trials within defined clinical speciality and pharmacy.
- The post holder may be required to assist colleagues in audit activity related to provision of the pharmacy service, medication usage reviews, prescribing issues, patient safety issues.

10. Freedom to Act and Autonomy

- This role is expected to follow standard procedures and policies defined by the organisation relating to the activities described in the job description and any other duties expected of the role. National guidance and regulations must be followed. Some activities will require independent decision making not specifically covered by SOPs or policy.

- The post-holder is required to take full professional responsibility for their actions, decisions made and advice provided will require justification under scrutiny based on the GPhC requirements for professional ethics and responsibility and the organisation policies.

General compliance:

1. To comply with all Trust Policies and Procedure, with particular regard to
 - Risk Management
 - Health and Safety
 - Confidentiality
 - Duty of Candour
 - Data Quality
 - Freedom of Information
 - Equal and Diversity and Dignity at Work
 - Information and Security Management and Information Governance
 - Counter Fraud and Bribery
2. The Trust has designated the prevention and control of healthcare associated infection (HCAI) as a core patient safety issue. As part of the duty of care to patients, all staff are expected to:
 - Understand duty to adhere to policies and protocols applicable to infection prevention and control.
 - Comply with key clinical care policies and protocols for prevention and control of infection at all time; this includes compliance with Trust policies for hand hygiene, standards (universal) infection precautions and safe handling and disposal of sharps.
 - All staff should be aware of the Trust's Infection Control policies and other key clinical policies relevant to their work and how to access them.
 - All staff will be expected to attend prevention and infection control training, teaching and updates (induction and mandatory teacher) as appropriate for their area of work, and be able to provide evidence of this at appraisal.
3. To perform your duties to the highest standard with particular regard to effective and efficient use of resources, maintaining quality and contributing to improvements.
4. Your behaviour will demonstrate the values and vision of the Trust by showing you care for others, that you act professionally as part of a team and that you will continually seek to innovate and improve. **Our vision, values and behaviours** have been designed to ensure that everyone is clear about expected behaviours and desired ways of working in addition to the professional and clinical requirements of their roles.
5. Perform any other duties that may be required from time to time.
6. Patients come first in everything we do. Every post holder can make a difference to a patient's experience. You will come across patients as you walk around the hospital; we rely on all our staff to be helpful, kind and courteous to patients, visitors and each other.
7. Ensure you adhere to and work within local and national safeguarding children legislation and policies including the Children Act 1989 & 2004 , Working Together to Safeguard Children 2013, 4LSCB guidance and the IOW Child Protection policy.
8. Ensure you adhere to and work within the local Multiagency safeguarding vulnerable adults policies and procedures

This job description may be altered to meet changing needs of the service, and will be reviewed in consultation with the post holder.

PERSON SPECIFICATION

Key Skills required undertaking this role.	On Appointment (Essential)			After 12 months in post			At 2 nd Gateway (Desirable on appointment)			How this will be measured.
Qualifications and role specific knowledge*	Master of Pharmacy. Current listing on the Pharmacist Register with the GPhC. Diploma in pharmacy practice or equivalent experience. Completed general level framework competency training. Significant experience of working in a pharmaceutical environment. Significant clinical pharmacy knowledge and experience. Significant experience of working in hospital pharmacy. Knowledge of national guidelines relating to medicines and pharmaceutical practice. Specialist knowledge and experience in clinical speciality.			Completion of in house induction training and relevant training programmes for pharmacists and demonstration of competence Good Clinical Practice qualification Understanding of pharmaco-economic considerations in specialty areas Working knowledge of pharmacy systems			Independent prescribing. Specialist training in Clinical Speciality.			Interview GPhC register Appraisal Reference Formal competencies Certificates
Safeguarding Children **	1	2	3	1	2	3	1	2	3	Appraisal
Physical Skills	Able to work at a continuous level of high concentration. Excellent time management.									Interview, OHU assessment
Aptitudes	Articulate and numerate.						Independent and lateral			Interview

PERSON SPECIFICATION

	<p>Accurate and precise Honest, trustworthy, reliable and discrete. Clean and presentable in appearance. Enthusiastic and willing to learn. Able to work under pressure. Adaptable and innovative in approach to work and projects. Uses initiative and open to change/use of new technology/extended roles. Professional attitude. Team player Good health Willing to participate in personal development and prepared to work outside "normal" working hours</p>		thinker.	Reference Appraisal
Abilities	<p>Able to record information accurately. Able to work as part of a team or as an individual with a flexible approach to duties. Customer care. Able to share learning with others. Able to interpret complex clinical data. Ability to relate well at all levels within the NHS. Able to negotiate with other healthcare professionals in relation to pharmaceutical care of patients Able to perform accurate calculations Able to apply clinical knowledge</p>	<p>Able to identify and resolve clinical/ technical problems in chemotherapy services</p>	<p>Presentation skills Teaching skills Change management</p>	<p>Interview Reference Appraisal</p>

PERSON SPECIFICATION

	<p>Able to recognise own limitations and boundaries</p> <p>Problem solving and decision making skills</p> <p>Ability to work effectively with senior clinical personnel.</p> <p>Ability to work effectively under pressure.</p> <p>Attention to detail</p> <p>Reflective skills</p>			
Communication Skills	<p>Fluent in oral and written English.</p> <p>Approachable and diplomatic.</p> <p>Excellent verbal and written communication skills.</p>	<p>Relates well to all grades of staff</p> <p>Relates well to other disciplines</p> <p>Relates well to patients</p>		<p>Interview</p> <p>Reference</p> <p>Appraisal</p>

* = State knowledge required in terms of level of competence NOT X years experience, as this is age discriminatory.

** indicate the level of mandatory Safeguarding Children Training this post needs 1,2 or 3.

When submitting a job description for evaluation, it must be accompanied by a Job Description Risk Assessment form.

SUPPLEMENTARY JOB DESCRIPTION INFORMATION

Post Title: Specialist Pharmacist
Ward/Dept and Site: St Mary's Hospital
Date Completed: August 2022

1. General Information about the post.

Location	%	Location	%	Location	%
Office based	33	Home		Outpatients Clinic	
Laboratory		Kitchen		Community based	
Clinical area (ward/unit)	66	Stores		Workshop	
In a vehicle				Theatre environment	

Indicate below if any of these apply

Location	%	Location	%	Location	%
Isolated locations		Outdoors		Works on their own	
Works with patients in isolation e.g. in their own home		Works with patients – assistance is accessible.		Required to be in a building on their own for periods of time	
Working hours					
Full time	Y	Part time			
Office hours		Hours worked as a shift		Hours worked at night	On call
Concentration and Levels of Interruptions					
Required to concentrate for long periods of time	Y	Required to concentrate for short periods of time			
Interruptions throughout the day		Constant	Y	Occasional	

All criteria require a indication of whether the post holder will be expected to work in or be directly exposed to the following factors. Please use the comments box to provide details including frequency (e.g. how many times per shift)

2. Working Conditions	Frequency				
	Certain	Likely	Possible	Unlikely	Rare/ Not at all
Working in bad weather e.g. when it is windy or/and raining.					X
Excessive temperatures					X
Unpleasant smells/odours					X
Noxious fumes					X
Excessive noise &/or vibration				X	
Use of VDU more or less continuously			X		
Unpleasant substances/non-household waste				X	
Infectious Material/Foul Linen					X
Body fluids, faeces, vomit, blood					X
Dust/dirt					X
Humidity					X
Contaminated equipment or work areas					X
Driving/being driven in normal situations			X		
Driving/being driven in emergency situations					X
Fleas or lice					X
Exposure to dangerous chemicals/ substances in/not in containers			X		
Exposure to aggressive verbal behaviour where there is little/no support			X		

Exposure to aggressive physical behaviour where there is little/no support				x	
Exposure to risks that could result in an acute traumatic injury			x		
Undertaking exposure prone procedures					x

Comments: Please use this section to provide any additional details you feel are relevant for the role (e.g. how many times per shift)

3. Emotional Effort	Frequency				
	Certain	Likely	Possible	Unlikely	Rare/ Not at all
Processing (e.g. typing/transmitting) news of highly distressing events			x		
Giving unwelcome news to patients/ clients/carers/staff		x			
Caring for the terminally ill		x			
Dealing with difficult situations/ circumstances	x				
Designated to provide emotional support to front line staff					x
Communicating life changing events					x
Dealing with people with challenging behaviour			x		
Arriving at the scene of an accident					x

Comments: Please use this section to provide any additional details you feel are relevant for the role (e.g. how many times per shift)

4. Physical Effort	Frequency				
	Certain	Likely	Possible	Unlikely	Rare/ Not at all
Working in uncomfortable/ unpleasant physical conditions					x
Working in physically cramped conditions				x	
Lifting weights, equipment or patients using mechanical aids					x
Lifting weights/ equipment or patients without mechanical aids			x		
Making repetitive movements			x		
Climbing or crawling					x
Manipulating objects			x		
Manual digging					x
Running					x
Standing/sitting with limited scope for movement for long periods			x		
Kneeling, crouching, twisting, bending or stretching					x
Standing/walking for substantial periods of time	x				
Heavy duty cleaning					x

Pushing/pulling trolleys or similar			X		
Working at heights					X
The job requires to be trained in control and restraint.					X

Comments: Please use this section to provide any additional details you feel are relevant for the role (e.g. how many times per shift)

5. Mental Effort	Frequency				
	Certain	Likely	Possible	Unlikely	Rare/ Not at all
Carry out formal student/ trainee assessments	X				
Carry out clinical/social care interventions	X				
Analyse statistics	X				
Operate equipment machinery					
for more than ½ a shift					X
for less than a shift				X	
Give evidence in a court/tribunal/ formal hearings					X
Attend meetings (describe types of meeting and post holders role)	X				
Carry out screening tests/ microscope work					X
Prepare detailed reports	X				
Check documents	X				
Carry out calculations	X				
Carry out clinical diagnosis			X		
Carry out non-clinical fault finding			X		

Signed by post holder*: _____

Date

Signed by line manager: _____

Date

* in the case of new jobs this will have to be an 'estimate' of the demands of the role.