

Job Description

Job Title:	Rotational Clinical Pharmacist
Department:	Pharmacy
Division:	Cancer and Clinical Services
Band:	7
Hours:	37.5 hours per week
Responsible to:	Deputy Chief Pharmacist, Clinical Services
Accountable to:	Chief Pharmacist
Base:	St Helier Hospital or Epsom General Hospital, with requirement to work across any Trust site as required.
Disclosure and Barring Service Required:	Yes Enhanced
Job Summary:	<p>To provide a comprehensive and efficient pharmaceutical service, in accordance with the required standards of quality and professional practice, to meet the needs of the users.</p> <p>To provide high quality pharmaceutical care to patients and their carers</p> <p>To promote evidence based and cost effective medicines use, effective risk management, clinical governance and adherence to policies, procedures and guidelines related to medicines use</p>
Key working relationships	<p>Pharmacy senior management team</p> <p>All other Pharmacy staff</p> <p>Trust Clinical Trial staff</p> <p>Trust Managerial staff</p> <p>Medical and Nursing staff</p> <p>All other Health Care Professionals</p> <p>ICS colleagues</p> <p>Patients / Carers / Guardians.</p>
Date of last review:	April 2022

OVERALL SUMMARY:

The Trust's mission is 'to put the patient first and deliver great care to every patient, every day'. Our priorities are to create a "one team, one trust" culture and focus on the delivery of the following five objectives to ensure we provide high quality, compassionate care to all of our patients:

- Delivering **safe** and effective care across our sites
- Creating a positive **experience** that meets the expectations of our patients, their families and carers
- Providing **responsive** care that delivers the right treatment, in the right place at the right time
- Being **financially sustainable**
- **Working in partnership** with our patients, commissioners, other health and care providers, local authorities, the voluntary sector, the NHS TDA, NHS England and Monitor in the interests of our patients and a sustainable local health and social care economy.

1. MAIN DUTIES AND RESPONSIBILITIES OF THE POST:

1. To provide a comprehensive pharmaceutical service, working towards expert level knowledge during 6-monthly rotations. Rotations include:
 - Medical (including Care of Older People/ stroke, gastroenterology, respiratory and cardiology)
 - Surgical (including general surgery and orthopaedics)
 - Critical Care, including adult TPN
 - Cancer Services
 - Women and Children's Services, including paediatric and neonatal TPN
 - Patient Services
2. To further develop managerial skills and expertise by working to objectives agreed with the rotation leads and the Deputy Chief Pharmacist.
3. To liaise closely with the lead pharmacists for each rotation to contribute to the maintenance and development of evidence based treatment guidelines/shared care protocols/patient group directions (PGDs), where appropriate, for the division and contribute to Pharmacy / Trust policies as required.
4. To work in liaison with the pharmacy leads for each area to ensure changes to practice meet required standards and are applied Trust-wide.
5. To deputise for the rotation leads, as necessary.
6. To monitor the service to the rotational area, working with the pharmacy leads for that area to initiate improvements or changes as required.
7. To report and investigate errors, complaints and incidents in line with Trust and departmental procedure.
8. To facilitate the sharing of learning from errors, complaints and incidents
9. To undertake risk assessments and manage and report risk as required.
10. To produce rotas for dispensary, ward cover and locking up.
11. To undertake dispensing/checking of prescriptions for patients using the Pharmacy and Trust Computer Systems and in accordance with departmental policies and procedures
12. To participate in the ward/clinical pharmacy service to wards to monitor prescriptions.
13. To participate in consultant wards rounds, providing expert pharmaceutical advice
14. To undertake medicines reconciliation for each patient on admission to ensure prescribed medications are appropriate as early as possible in their stay.
15. To clinically supervise both trainee pharmacists and Band 6 pharmacists.
16. To work with the clinical pharmacy technicians and assistants to ensure the provision of a seamless and efficient patient centred service
17. To assess the prevailing demands on the work on the relevant wards and decide the order in which tasks are undertaken, with the aim of ensuring optimum service delivery to patients and healthcare staff
18. To provide pharmaceutical advice/drug information (on choice of medicines/dosage/side effects etc.) as appropriate, to health care professionals and patients/carers, to promote the safe, effective and economic use of medicines.
19. To provide pharmacist-generated discharge prescriptions liaising closely with the dispensing services team to facilitate the discharge process.
20. To coordinate medicines management for discharge including appropriate follow-up of medication that needs monitoring (e.g. warfarin)
21. To ensure seamless transfer of pharmaceutical care for patients liaising with other acute trusts, GPs, Community and PCN pharmacists as appropriate
22. To identify potential risks to patients when screening prescriptions and to resolve relevant issues prior to dispensing.
23. To counsel patients/carers regarding their medication.
24. To assist in the setting and measurement of performance indicators of the service provided, including workload data, error rates and service quality information.

25. To advise all medical, nursing and other healthcare staff on the safety and storage of medicines to ensure that safe and secure systems are in place in accordance with current legislation.
26. To contribute to the work required for Commissioning for Quality and Innovation (CQUINs) or similar national initiatives related.
27. To provide pharmacy expertise to the relevant multi-disciplinary team regarding risks associated with the specialist areas covered within the rotation.
28. To liaise with the Trust Non-Medical Prescribing Lead to ensure pharmacy documentation regarding prescribers is kept current and changes to legislation are appropriately actioned.
29. To assist in the development and revision of Patient Group Directions within the Trust ensuring they are appropriately documented, audited and reviewed within required timescales and in accordance with the latest guidance available and providing the necessary specialist pharmacy input.
30. To answer medicines related queries, providing timely, evaluated, independent advice as appropriate.
31. To support the introduction of NICE prescribing recommendations into the Trust (where relevant), liaising with clinicians, nursing staff and managers as required.
32. To participate in the audit of prescribing practice with respect to NICE approved and other high priority drugs as identified by the service area/pharmacy department.
33. To ensure seamless transfer of pharmaceutical care for patients liaising with the other acute Trusts, GPs, Community and PCN pharmacists as appropriate.
34. To liaise with the Principal Pharmacist Formulary and Medicines Management to identify and address prescribing issues across the interface.
35. To ensure appropriate and effective use of the local formulary and prescribing policies as necessary.
36. To participate in the education and training programme for pharmacy, nursing and medical staff and all other health care professionals as required.
37. To provide clinical tutor support, as required, for pharmacists studying for certificates and diplomas, Trainee pharmacists and pre-registration trainee pharmacy technicians.
38. To participate in the recruitment of pharmacists/pharmacy staff.
39. To initiate and participate in practice research, quality initiatives and clinical audit projects, publishing in journals as appropriate following agreement with the Deputy Chief Pharmacist, Clinical Services.
40. To organise rotas and leave requests, all under the direction and supervision of the Deputy Chief Pharmacist or appropriate Senior Managers.
41. To complete the Clinical Pharmacy Diploma and Independent Prescribing Course

Examples of rotation specific responsibilities

Paediatric and Dispensary

42. To participate in the POSCU meetings for the Epsom site, liaising with the Principal Pharmacist for Women and Children's Health regarding the treatment of this cohort of patients.
43. To co-ordinate the day to day organisation of the dispensaries in liaison with the Principal Technician, managing staff and rotas and providing feedback to individuals as necessary.
44. To co-ordinate the 3 monthly ward Controlled Drugs checks compiling reports and action plans as required.

South West London Elective Orthopaedic Centre

45. To attend daily multidisciplinary ward-rounds and meetings as required by the SWLEOC.

46. To participate in work with pre-assessment clinics for the SWLEOC.
47. Work closely with the SWLEOC Practice Education Nurse and Practice Facilitator Nurses on the wards to maintain and develop best practice around the safe and effective management of medicines (examples include but are not limited to: administration, storage, responding to & reporting of errors and near misses, risk assessment, and education and training around medicines etc).
48. Work closely with the SWLEOC Practice Education Nurse and Practice Facilitator Nurses on the wards to maintain and develop best practice around the safe and effective management of medicines (examples include but are not limited to: administration, storage, responding to & reporting of errors and near misses, risk assessment, and education and training around medicines etc).

Cancer services

49. To support the introduction of a clinical pharmacy service to the haematology day units and out-patient clinics, including patient counselling and medicines optimisation initiatives.
50. To provide, if requested, monthly financial reports on drug expenditure and disseminate within the division with accompanying monitoring and analysis of trends and prescribing practice.
51. To ensure appropriate clinical screening is undertaken and final check completed for all chemotherapy medication ordered and dispensed by the cancer services or dispensary teams, providing clinical screening for parenteral chemotherapy to both the Epsom and St Helier sites and for oral chemotherapy for out-patients as required.
52. To co-ordinate the ordering and timely delivery of parenteral chemotherapy /biologic agents in liaison with the Principal Pharmacist, Cancer Services and Principal Technician, Cancer Services, ensuring safe and efficient systems of work at all times.
53. To attend and contribute to the multidisciplinary review meetings for haematology patients on both the Epsom and St Helier sites as required.
54. To assist in the education of pharmacy staff to ensure competence in screening and checking of both oral and parenteral chemotherapy, using both paper and electronic prescribing systems.

Critical Care

55. To develop a clear understanding of the Trusts parenteral nutrition service to be able to deputise for the Principal Pharmacist, Critical Care in the provision of parenteral nutrition services and input into the multidisciplinary nutrition ward rounds as necessary.
56. To act as the link between the Principal Pharmacist, Critical Care and the pharmacy department at Epsom Hospital for any parenteral nutrition required on the Epsom site.
57. To support the Principal Pharmacist, Critical Care to provide comprehensive, patient orientated pharmacy services to intensive therapy and high dependency unit wards, working autonomously as experience in the speciality develops

2. ADDITIONAL DUTIES

1. To carry out pharmaceutical services in accordance with procedures drawn up in conjunction with the Chief Pharmacist and amended from time to time to meet the needs of a changing service.
2. Make and record appropriate interventions ensuring identified issues are followed up and resolved appropriately and major risk issues are appropriately reported using the Trust systems.
3. Work closely with the specialist wards/departments and lead the pharmacy team in contributing pro-actively to the efficient and timely discharge of patients
4. Ensure an effective handover system is in place between members of the pharmacy teams for the specialist clinical area
5. To be a proactive and engaged member of the senior pharmacy team, providing department wide senior support to the Deputy Chief Pharmacist(s) or Chief Pharmacist, when required
6. The post holder will would be expected to work on a seven day rota and participate in the on call rota.

3. GENERAL RESPONSIBILITIES

The post-holder is required to:

- Work within agreed Trust and departmental policies and procedures and to accept standards of practice.
- Work in other areas and on other sites in the Trust to cover for service needs.
- Undertake such other duties as may be required from time to time, as are consistent with the responsibilities of the grade.
- Comply with the Code of Ethics of the Royal Pharmaceutical Society of Great Britain.
- Ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity.
- Treat patients and customers with dignity and courtesy.
- Ensure that medicines do not fall into unauthorised hands.
- Participate in the late duty, weekend, on-call and Bank Holiday rotas to provide a seven day service.
- Have responsibility for the health, safety and welfare for self and others and to comply with the requirements of the Health & Safety regulations, including COSHH.
- Promote Equal Opportunities and to comply with the requirements of the legislation and the Trust's policies.
- Attend such training courses and meetings as are necessary for the efficient performance of the post holder's duties.
- Participate in Continuing Professional Development (CPD), maintaining own CPD portfolio.
- Participate in the Trust's appraisal system.
- Comply with the requirements of the Data Protection Act.
- Comply with the Trust's No Smoking policy.
- Comply with principles of Duty of Candour.
- To support the department and organisation by carrying out any other duties that reasonably fit within the broad scope of a job of this grade and type of work.

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Working for the Trust

Equal Opportunities

The Trust affords its employees equal opportunities in employment, training and development irrespective of sex, sexual orientation, gender reassignment, disability, marital/parental status, race, colour, nationality, ethnic origin, religion, hours of work, political beliefs, TU membership or age.

The Trust has an Equal Opportunities Policy and all employees are expected to be aware of, and adhere to the provisions of this policy and to carry out their duties and responsibilities in accordance with this policy.

Conflict of Interest

The Trust is responsible for ensuring that the services for patients in its care meet the highest standards. Equally, it is responsible for ensuring that staff do not abuse their official position to gain or benefit themselves, their family or friends.

Confidentiality and Disclosure of Information

In the course of your normal employment you may come into the possession of confidential information relating to patients, staff and the Trusts business and commercial information. All employees have a responsibility to ensure the security of information and to comply with the Data Protection Acts, Access to Health Records and Computer Misuse Act. Disclose of medical, commercial or personal information, systems passwords or other confidential information to any unauthorised person or persons will be considered at gross misconduct and may lead to disciplinary action, which may include dismissal.

Health and Safety

The Trust operates a Health and Safety policy applicable to all employees. Employees must make themselves familiar with this policy and the responsibility place on them under the Health and Safety at Work Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

Infection Control

The Trust is committed to the prevention and control of infection, and operates an infection control policy. It is the responsibility of all employees to be aware of the infection control policy and procedures and the importance of protecting themselves, patients and visitors.

Risk Management

Risk is everybody's business! All staff have an individual as well as a corporate responsibility for risk.

The outcome of effective risk management is the provision of safe patient care during their episode of illness or treatment and also the provision of a safe Trust environment for patients, staff and the public.

The Trust aims to have 'Just and Fair' culture where there is low blame and wants to encourage staff to report incidents and identify risks. If the latter is carried out then lessons can be learnt and changes in practice will be implemented in order to improve the quality of patient care.

You personally need to be adequately trained in risk management processes and the Trust provides a variety of risk related study days and courses. A list of these can be found in the Trust Training Brochure and will be important that you take note of the mandatory courses, which you must attend.

Working Time Regulations

The Working Time Regulations 1998 state that employees should not work more than an average of 48 hours per week based on a 26-week period. Employees who wish to exceed this number of hours must obtain Management authorisation and will be required to sign an opt-out agreement which will be placed on file.

Improving Working Lives

In line with the NHS Plan, Epsom and St Helier University Hospitals Trust is making changes to improve the working lives of all staff. By helping staff to achieve good work life balance we can develop higher standards of healthcare and patient choice.

In order to support staff the Trust offers a range of benefits including onsite day nurseries, school holiday clubs, complementary therapies, a cyber café for internet access, a wide range of staff discounts, various recognition schemes and special annual events.

There is a National Audit Instrument for Improving Working Lives, which involves the Trust being assessed against a set of national standards to ensure that it is making real and tangible improvements to the working lives of our staff.

Smoking

The Trust operates a strict non-smoking and employees are therefore not permitted to smoke on-site.

Alcohol and Drugs

The consumption of alcohol or drugs is strictly prohibited whilst on duty. The Trust operates a substance abuse policy which employees should make themselves familiar with.

Security

All employees are required to wear name badges whilst on Trust premises and are responsible for ensuring they understand their security responsibilities whilst on Trust property. Any security incidents should immediately be reported to the security office.

Clinical Governance

Staff are expected to provide patients with timely and effective care. Treatment and direct / indirect support must be based on best practice. Everyone is responsible for this and his/her job in the Trust is important in achieving this.

Customer Care

The aim of the hospital is to provide patients and clients 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 client 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.

Knowledge and Skills Framework (KSF)

All staff excluding Doctors and Dentists are required to participate in the NHS Knowledge and Skills Framework. This is an annual appraisal process linking career and pay progression. All staff will be required to attend mandatory training on the Knowledge and Skills Framework before they can embark on the appraisal process.

Further information and copies of the Trust Policies and Procedures can be found on the Trust's Intranet, Via Department Managers or within the Human Resources Department.

PERSON SPECIFICATION

POST TITLE:

Factors	Essential	Desirable	Method of Assessment
Qualifications and Further Training	Pharmacy Degree – MPharm 1 year pre-registration training Professional registration with GPhC* Certificate in clinical pharmacy (at least 12 months complete and working towards 18 month exam)	MSc in Clinical Pharmacy Practice or equivalent. Management training Diploma in Clinical Pharmacy or equivalent	Application
Experience	Minimum of 18 months experience, working as a qualified pharmacist in an NHS hospital. Demonstrate evidence of excellent clinical knowledge and skills Experience of providing services to a broad variety of patients Medicines Information	Staff management Staff appraisal/ assessment	Application Interview
Skills/ Abilities	Good organisational skills-self and others. Good time management Excellent communication skills-verbal and written Ability to work under pressure and prioritise work Ability to motivate self and others Problem solving skills Ability to recognise and manage risk Good negotiation skills Ability to work on own initiative Ability to implement and manage change. Excellent interpersonal skills Experience of supervising junior staff Good presentation skills Proven teaching ability Experience of performing and managing clinical audits Team player Ability to be a role model for clinical and dispensary pharmacy practice.	Knowledge of CMM, electronic prescribing and dispensing systems. Delivery of pharmaceutical care to a defined speciality Previous experience in delivering education and training Rota management Experience of contributing to or leading on the writing of trust guidelines, policies and procedures	Application Interview References

	<p>Able to analyse complex clinic information independently</p> <p>Awareness of national and local priorities</p> <p>Understanding of local trust priorities</p>		
General	<p>Professional</p> <p>Enthusiastic</p> <p>Sets high standards</p> <p>Acts as an excellent ambassador for pharmacy</p> <p>Illustrate confidence when dealing with other members of the multidisciplinary team.</p> <p>Awareness of current issues in hospital pharmacy</p> <p>Reliable work record</p> <p>Commitment to CPD</p> <p>Work flexible hours</p> <p>Live within reasonable distance from hospital for on-call</p> <p>Own transport</p> <p>Participate in late duty, weekend and Bank Holiday rotas to provide a 7 day service</p>	<p>Current issues relevant to the rotations</p> <p>Demonstrate initiative</p> <p>Ability to implement and manage change</p> <p>Ability to plan and develop</p> <p>Customer care</p> <p>Good IT skills</p> <p>Project/practice research</p>	<p>Application</p> <p>Interview</p> <p>References</p>
Other requirements	<p>Able to demonstrate that you are honest, reliable and trustworthy</p> <p>Treat patients, visitors, colleagues with respect</p> <p>Ability to travel between Trust sites</p> <p>Ability to be flexible to meet the needs of the team, the service and the Trust</p>		<p>Application</p> <p>Interview</p>