



# Specialist Pharmacist, Medicine

## Job Description and Person Specification

**Department:** Pharmacy

**Division:** Womens, Childrens and Clinical Services

**Responsible to:** Pharmacy Team Lead, Medicine

**Accountable to:** Chief Pharmacist

**Band:** Band 8a

**Hours:** 37.5 hours per week

**Location\*:** Ealing Hospital, LNWUH Trust

\*To meet the needs of the Trust's services you may be required from time to time to work at different locations to your normal place of work.



# Our vision and values

Our vision is quality **at our HEART**

## Quality...

**Delivering quality means consistently meeting requirements and exceeding expectations.**

We strive to deliver quality in everything we do – from the clinical care we provide and the employment opportunities we offer, to the support services and systems that underpin our care.

And in delivering high-quality clinical care, we mean services that are safe, effective, offer a good patient experience, are timely, equitable, and sustainable.

## ...at our HEART

**By placing quality at our heart, everything we do as an organisation should further our ability to deliver quality.**

This includes the people we hire, the skills our employees develop, the behaviours we celebrate, how we think and act, the investments we make, our systems and processes, and our organisational values.

Our vision also encompasses our **HEART** values, which were shaped and developed in 2017 by more than 2,500 employees as well as many patients. The values describe how we interact with each other and our patients and underpin everything we do and say to achieve our vision:

- ♥ **Honesty:** we're truthful, we're open, and we speak up
- ♥ **Equity:** we're kind and caring, we act with fairness, and we're understanding
- ♥ **Accountability:** we're professional, we strive for excellence, and we improve
- ♥ **Respect:** we're attentive and helpful, we're appreciative, and we act with empathy
- ♥ **Teamwork:** we involve others, we support our colleagues, and we set clear goals.

You can read more about our vision, values and objectives at [lnwh.nhs.uk/OWF](https://lnwh.nhs.uk/OWF).

## Our objectives

Our objectives set out how we plan to realise our vision. They offer our employees, partners and our communities clarity about what we will do.

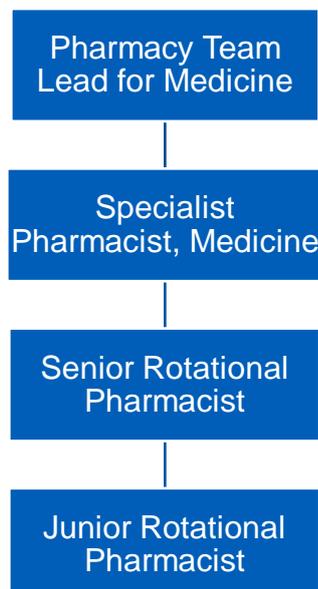
- We will provide high-quality, timely and equitable care in a sustainable way
- We will be a high-quality employer where all our people feel they belong and are empowered to provide excellent services and grow their careers
- We will base our care on high-quality, responsive, and seamless non-clinical and administrative services
- We will build high-quality, trusted ways of working with our local people and partners so that together we can improve the health of our communities.

You can read more about our vision, values and objectives at [lwh.nhs.uk/OWF](https://lwh.nhs.uk/OWF).

## Job Summary

The postholder will work closely with the Pharmacy Team Lead for Medicine to monitor and control medicine use within the Medicine division. They will support the strategic development of clinical pharmacy services and reduction of risks associated with medicines within the Medicine division.

### Structure



## Key responsibilities

### Summary

- To support the development and delivery of clinical pharmacy services within the Medicine division at Ealing Hospital.
- To provide a safe, efficient and cost-effective pharmacy service to the medical wards.
- To contribute to the management of junior pharmacists and pharmacy technicians working within the medical wards.
- To support and help deliver key performance targets within the within the Medicine division, in particular those related to prescribing and the turnaround times of discharge medicines.

### Clinical Practice

- Identify and promote best practice within the Medicine division at Ealing Hospital.
- Provide specialist pharmaceutical care to all patients within the medical wards.
- Support the Pharmacy Team Lead for Medicine on the strategic development of clinical and ward pharmacy standards to the Medicine division in line with RPS Hospital Standards
- Support the development and implementation of the Medicines Management strategy to the medical wards.
- To monitor and control medicines use within the medical wards.
- Attend and contribute to Clinical Governance meetings and any other relevant meetings such as daily bed status meetings and other multi-disciplinary meetings.
- Ensure appropriate and effective reporting and evaluation of drug expenditure patterns in order to promote the cost-effective use of medicines. This will also include monitoring and controlling spend on PBR excluded drugs and ensure an accurate report is produced on a monthly basis for all drugs specific to the division.
- Accurately identify cost pressures for the Medicine division and work with the division to ensure that funding follows the pressure.

- Reduce risk associated with medicines use by contributing to the safe medication practice agenda. This will include identification and reporting of medicines related errors, supporting relevant Patient Safety Alerts (PSA) and discussing all medication related incidents identified in the relevant forums, e.g. Clinical Governance Meetings and working with key medical and nursing staff.
- Ensure safe and appropriate use of medicines in order to maximise benefit and minimise risk to patients. This includes regular review of prescriptions, identification of significant interactions, advice for clinical monitoring, compliance with legal aspects of medicine supply and compliance with the Trust formulary.
- Work closely with medical and nursing colleagues within the Medicine division to prepare and review any relevant guidelines.
- Work across traditional boundaries as part of a fully integrated multidisciplinary team.
- Provide clinical pharmacy input with the view of assisting the division to meet targets such as length of stay, discharge early in the day and medication related re-admissions.
- To attend MDT meetings and ward rounds to identify patients for discharge and take the lead on prescribing and/or transcribing medicines for discharge.
- Make appropriate referrals to other members of the multidisciplinary team and others within the pharmacy department.
- Support the development of any relevant Patient Group Directions.
- Clinically screen Homecare prescriptions and support junior Homecare pharmacist with complex issues.
- Be able to critically appraise the literature and give accurate interpretation to ensure the use of evidence-based medicine.
- Act as a clinical role model to junior pharmacists and demonstrate the ability to provide safe, clinically effective and cost-efficient use of medicines.
- Demonstrate innovation and extend the boundaries of the profession.
- Continually update skills, knowledge and expertise as part of continuing professional development.

### **For Independent Prescribing Pharmacists who are registered within the Trust:**

- Prescribe within own competencies for specialist clinical area and/or generalist prescribing practice.
- Complete audit and annual appraisal information in order to review prescribing practice, as required within Trust Non-medical Prescribing Policy.

### **Communication**

- Identify and respond to the specialist pharmaceutical information needs of patients, carers, doctors, nurses, and other members of the healthcare team. Advice and responses may be challenged. Information will be required to be presented on an individual case basis and as part of structured medication education groups.
- Ensure information is provided in a timely manner, to the appropriate individual (in accordance with the degree of urgency of the request or issue identified).
- Be able to present information in a suitable format (e.g. written and/or verbal) and style for the target audience. This will involve liaising with GPs, Community Pharmacists and other healthcare providers to support medicines related issues and facilitate discharge where possible for complex patients.
- Interpret and communicate relevant Trust decisions and policies relating to medicines.
- Ensure e-handover is used effectively to communicate patient information and document clinical issues.
- Attend appropriate meetings within the division.
- Deputise for the Pharmacy Team Lead for Medicine, as required.

### **Training**

- Work closely with the Principal Pharmacist, Education and Training to deliver the departmental education and training strategy.
- Support the training of junior staff within the Medicine division.
- Assist in the education and training of pre-registration pharmacists as part of the departmental education and training strategy.

- Prepare and deliver training for clinical staff (e.g. nurses, doctors) working within LNWUH Trust.
- Act as a trainee pharmacist/diploma tutor.
- Be responsible for own continuing professional development CPD, in order to continue to update clinical knowledge and skills.
- Identify own training and development needs and undertake appropriate training/education as required by PDP plans.
- Assist the Principal Pharmacist, Operations in the implementation of new technologies within the medicine division.

### Management and Leadership

- Support and manage pharmacy staff rotating through the Medicine division.
- Ensure that appropriate induction, regular appraisal and objective setting is carried out for all directly managed staff.
- Support the Pharmacy Team Lead for Medicine in ensuring appropriate staffing for clinical based duties.
- Assisting in the management of the budget by providing financial interpretation of medicines spend in the Division.
- Deputise for the Pharmacy Team Lead for Medicine, as required.

### Management of Resource

- Responsible for planning and organising personal workload in accordance with the requirements of the job.
- Responsible for managing medicines storage and security (prescription only medicines and medicines specified in the Misuse of Drugs Act).
- Responsible for medicines supply (e.g. stock lists) ensuring appropriate quantities are stored in accordance with the changing clinical needs of each clinical environment to minimise waste and reduce risk.
- Responsible for the development and use of Omnicell® and EPRO systems in the clinical area.

## Clinical Governance

- Work closely with the Pharmacy Team Lead for Medicine to manage the risks associated with medication use within the division.
- Promote the safe, economic and effective use of medicines.
- Identify relevant areas and topics for medicines related clinical audit and practice research.
- Undertake and oversee medicines related clinical audit and practice research.
- Ensure the implementation of risk management and other Trust medicines related policies.
- Support the implementation of any relevant Patient Safety Alerts or other national safety initiatives.

## General

- Supervise the provision of clinical pharmacy services provided by less experienced pharmacists/pharmacy technicians and provide, or arrange, training where identified.
- Identify prescriptions that might present risks to patients and to resolve relevant issues before dispensing.
- Dispense prescriptions for individual patients, ensuring that they are provided with the correct medicine, in the right form, in a timely manner.
- Check the accuracy of prescriptions dispensed by others.
- Counsel patients on the safe use of medicines.
- Provide advice to clinicians on the use and effects of medicines.
- Provide advice to clinicians on unlicensed medicines use and areas of practice where the evidence base is lacking and medical opinion may differ.
- Implement the Trust Medicines Management Strategy and action plan within available resources in conjunction with medical and nursing colleagues. This may include assisting the division to meet relevant KPIs.

- Participate in the ward/clinical pharmacy service to monitor prescriptions and to provide pharmaceutical advice as appropriate to health care professionals and patients, to promote safe, effective and economic use of medicines.
- Implement and monitor new developments in clinical pharmacy practice.
- Act as clinical tutor for pharmacists undertaking diplomas in pharmacy practice.
- Liaise with medical and nursing colleagues to develop and update prescribing policies and procedures.
- Participate in the continuing education and training programme for pharmacy staff and other health care professionals.
- Provide training to healthcare professionals external to the Pharmacy department.
- Ensure that accurate records are maintained either electronically or in paper copy.
- Ensure that medicines are stored in appropriate conditions.
- Ensure that the suitability for reuse of medicines returned from wards and departments is assessed.
- Ensure that medicines, including Controlled Drugs, are stored appropriately on wards and departments, performing stock checks when required.
- Develop effective communication between the staff in the Pharmacy and on wards and departments.
- Assist in the training of assistants, technicians, senior technicians and pre-registration graduates.
- Ensure that wastage of medicines is minimised by efficient prescribing and supply.
- Assist in the induction of new Pharmacists.

### ON-CALL, WEEKEND and OUT-OF-HOURS DUTIES

Participate in on-call back-up, weekend working, statutory holiday, out-of-hours and late duties on rota with pharmacists.

## Additional responsibilities

### Information governance

In accordance with the Trust's privacy notice for employees, the Trust will hold computer records and personnel files relating to you which contain personal data.

The Trust will comply with its obligations under the General Data Protection Regulation and all other data protection legislation. The data the Trust holds will include employment application details, references, bank details, performance appraisals, holiday and sickness records, salary reviews and remuneration details and other records, (which may, where necessary, include special category data and criminal offence data relating to your health, data held for ethnic monitoring purposes, and regarding DBS checks).

The Trust requires such personal data for personnel administration and management purposes and to comply with its obligations regarding the keeping of employee records. The privacy notice sets out the Trust's legal basis for processing your personal data. Your rights of access to this data are prescribed by law.

You will familiarise yourself with the Trust's data protection policy which sets out its obligations under the General Data Protection Regulation and all other data protection legislation.

You must always comply with the Trust's data protection policy, and you agree that you will only access the systems, databases or networks to which you have been given authorisation.

The Trust will consider a breach of its data protection policy by you to be a disciplinary matter which may lead to disciplinary action up to and including summary dismissal.

You should also be aware that you could be criminally liable if you disclose personal data outside the Trust's policies and procedures. If you have any queries about your responsibilities in respect of data protection you should contact the Trust's Data Protection Officer.

### Information security

All staff must adhere to the requirements of the Trust's information security policy, which covers the deployment and use of all the Trust's electronic information

systems (i.e. all computers, peripheral equipment, software and data). In serious cases, failure to comply with the policy may result in disciplinary action and could also result in a criminal offence.

## Health and Safety at Work Act (1974)

You are required to take reasonable care for your health, safety and welfare and that of other people who may be affected by your actions or omissions. These responsibilities apply at all times whilst you are at work or on duty, and apply to all Trust premises, also whilst working in the community or on any other Trust business.

## Equal opportunities and equalities legislation

It is the policy of London North West University Healthcare NHS Trust that no user of service, present or future employee or job applicant receives less favourable treatment on the grounds of their sex, perceived or actual sexual orientation, marital status, race, religion or belief, age, creed, colour, nationality, national origin, ethnic origin, or disability, or on the grounds of their association with someone in one of these groups; nor is disadvantaged by any conditions or requirements which cannot be shown to be justified.

## Patient and public involvement

Section 11 of the Health and Social Care Act 2001 places a duty on NHS organisations to involve and consult patients, the public and other stakeholders in the planning and ongoing development of services. It is the responsibility of each member of staff, clinical and non-clinical to appropriately involve and consult patients, the public and other stakeholders.

## Risk management

You are required to contribute to the control of risk and use the incident reporting system to alert the Trust of incidents or near misses that may compromise the quality of services.

## Corporate/clinical governance

It is the duty of every employee to fulfil their individual clinical governance responsibilities and their expected contribution to ensuring that the Trust complies with benchmarked standards for quality of clinical care.

## Infection control and hospital-acquired infection

Infection control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trust's infection prevention and control policies and make every effort to maintain high standards to infection control at all times thereby

reducing the burden of healthcare associated infections including MRSA. All staff have the following key responsibilities:

- staff must wash their hands or use alcohol hand rub on entry to or exit from all clinical areas and between each patient contact
- staff members have a duty to attend infection control training provided for them by the Trust
- staff members who develop an infection that may be transmissible to patients have a duty to contact occupational health.

## Safeguarding children and vulnerable adults

Everyone has a personal and a professional responsibility to identify and report abuse. The abuse may be known, suspected, witnessed or be limited to raised concerns.

Early recognition is vital to ensuring the patient is safeguarded and any other people (children and vulnerable adults) who may be at risk.

The Trust's procedures must be implemented, working in partnership with the relevant authorities. The sharing of information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.

As an employee of the Trust, you have a responsibility to ensure that:

- a) you are familiar with and adhere to the Trusts procedures and guidelines for safeguarding children and vulnerable adults
- b) you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

## Staff commitment to patient care

You are expected to ensure that patients' needs, experience and safety come first and to treat patients, carers, visitors, and colleagues with dignity and respect.

## Health records

Clinical staff must keep accurate and clear information which is essential for the proper care of patients. Clinical and non-clinical staff who handle or use, case notes are individually responsible for the confidentiality, tracking, filing and good order of the case note at all times as outlined in the Medical Records Policy and the Information Lifecycle Management Policy.

For further information refer to Records Management Code of Practice via gov.uk.

## NHS constitution and code of conduct for managers

Staff are required to act in accordance with the legal duties and expectations relating to their responsibilities to the public, their patients and colleagues set out in section 3b of the NHS Constitution and pages 98-109 of the Handbook to the NHS Constitution. For Managerial staff, including anyone with supervisory responsibility, the core standards of conduct set out in the NHS Code of Conduct for NHS Managers (2002) or any subsequent amendments.

**This list is only an indication of the main tasks required to be performed. It is not an exhaustive list of duties and responsibilities and may be subject to amendments to take account of changing circumstances.**

**The Trust reserves the right that you may be required to undertake such other duties and/or hours of work as may reasonably be required of you commensurate with your grade at your normal place of work or from another location within the Trust.**

# Person specification

**Job title:** Specialised Pharmacist, Medicine

**Division:** Womens, Childrens and Clinical Services

**Department:** Pharmacy

| Requirement               | Essential   | Desirable   |
|---------------------------|---|---|
| Education/ qualifications | <ul style="list-style-type: none"> <li>• Master's degree in Pharmacy.</li> <li>• Registered as a Pharmacist with the General Pharmaceutical Council.</li> <li>• Diploma in Pharmacy Practice</li> <li>• Mandatory CPD to maintain fitness to practice.</li> <li>• Willing to undertake an independent prescribing qualification.</li> </ul>   | <ul style="list-style-type: none"> <li>• MSc in Clinical Pharmacy Practice.</li> <li>• Independent prescriber.</li> <li>• Evidence of formal management training.</li> </ul>  |
| Knowledge and experience  | <ul style="list-style-type: none"> <li>• Clinical pharmacy experience in a hospital setting.</li> <li>• Demonstrates high level clinical knowledge, reasoning, and judgment, manages difficult and ambiguous problems.</li> <li>• Experience of identifying training needs and delivering education and training programmes for clinical staff groups.</li> <li>• Ability to manage change within the pharmacy department to drive service improvements.</li> </ul> | <ul style="list-style-type: none"> <li>• Clinical pharmacy experience in an acute hospital setting.</li> <li>• Experience of working as a specialist pharmacist.</li> <li>• Experience of managing a small team.</li> <li>• Evidence of publishing in a peer reviewed journal.</li> <li>• Evidence of evaluating own and pharmacy staff's work to drive and deliver improvements in service quality.</li> </ul> |

| Requirement                      | Essential   | Desirable  |
|----------------------------------|---|--|
| Skills, abilities and attributes | <ul style="list-style-type: none"> <li>• Excellent interpersonal skills</li> <li>• Ability to identify and manage risks.</li> <li>• Excellent communication skills (oral and written).</li> <li>• Excellent problem-solving skills.</li> <li>• Actively seeks to improve the ward and clinical services provided to enhance quality of patient care.</li> <li>• IT literate, including use of spreadsheets to capture and manipulate data, search for evidence-based practice.</li> <li>• Excellent ability to prioritize a complex workload and work accurately under pressure.</li> </ul> | <ul style="list-style-type: none"> <li>• Demonstrates the integration of research evidence into practice.</li> <li>• Ability to identify and prioritise service needs.</li> <li>• Demonstrate excellent writing skills.</li> </ul> |
| HEART values                     | <ul style="list-style-type: none"> <li>• Demonstrate commitment to Trust HEART values: honesty, equity, accountability, respect, and teamwork.</li> <li>• Demonstrate commitment to place Quality at our HEART.</li> </ul>  |  |

**Person specifications should be kept to a maximum of 25 bullet points**

## Job description and person specification drafted / amended by

- Name: Gita Vadher
- Designation: Pharmacy Team Lead for Medicine
- Date: 27/03/2024

## Job description and person specification agreement

**Job holder's name:**

**Date:**

**Line manager's name:**

**Date:**