



DELIVERING  
**OUTSTANDING**  
CARE AND  
EXPERIENCE



RECRUITING,  
DEVELOPING AND  
RETAINING OUR  
**WORKFORCE**



AN **ANCHOR**  
IN OUR  
COMMUNITIES



**WORKING TOGETHER**  
WITH LOCAL HEALTH  
AND SOCIAL  
CARE PROVIDERS



DELIVERING  
LONG-TERM  
**SUSTAINABILITY**



# Information pack for the post of

## Advanced Pharmacist – Clinical Education (Fixed Term–0.8 FTE)

Pharmacy Department

Division of Family and Integrated Support Services

November 2023



**Welcome from Chief Executive Hannah Coffey**

Hello and welcome to our Trust! I am delighted that you are considering our organisation as a place to work.

This is a really exciting time for our patients and staff as we work with our local health system partners across Cambridgeshire, Peterborough and South Lincolnshire to deliver some key development projects that will shape the care we provide for future generations within the 900,000-strong catchment we serve. As well as building a new hospital at Hinchingsbrooke and redeveloping our sites at Peterborough and Stamford to better meet the needs of patients, we are investing in a Trust-wide electronic patient record system and harnessing digital technology within our diagnostic services to enhance the quality and speed of diagnosis and treatment.

It's a great time to be joining TeamNWA AngliaFT where we truly value the health and wellbeing of our staff and encourage our leadership team to empower their teams to be the best they

can be, to help them develop in their careers and, at the same time, ensure our patients can experience good quality care by people who are dedicated to serving their health needs.

If you are looking to develop your career in an environment that's primed for organisational change, where you can actively contribute to the quality improvements we are making for our patients and staff, then look no further for your next role.



**Hannah Coffey**  
**Chief Executive Officer**

## Job Description

<b>JOB TITLE</b>	Advanced Pharmacist Clinical Education (Fixed Term) 0.8 FTE (30 hours weekly – flexible)
<b>GRADE</b>	8a
<b>DEPARTMENT</b>	Pharmacy
<b>BASE</b>	Your primary base will be Peterborough City Hospital however travel between NWA Hospital sites will be required
<b>RESPONSIBLE TO</b>	Principal Pharmacist Clinical Education
<b>ACCOUNTABLE TO</b>	Chief Pharmacist

## Background and Context

There are many changes happening in pharmacist education at the moment. The Trust has recognised this by creating this fixed term post to support the existing Clinical Education Team

to offer excellent training to undergraduates and trainee pharmacists. These will be the focus, but other education and clinical tasks (including prescribing) will arise.

## Job Summary

You will be a vital contributor at mid-management level for the pharmacy service in our busy Trust with other pharmacists in the Clinical Education team.

You will:

Work to the Royal Pharmaceutical Society's (RPS) Core Advanced Pharmacist Curriculum\*, with a focus on its Education Pillar.

This includes:

Take professional responsibility for the development and provision of a comprehensive education service to the pharmacy department and the Trust (for medicines safety and optimisation) to meet their goals, jointly with other members of the Clinical Education team.

Manage and deliver undergraduate placements for the department.

Support clinical services within your specialist area as a prescriber and act as a Designated Prescribing Practitioner to train prescribers and support other DPPs.

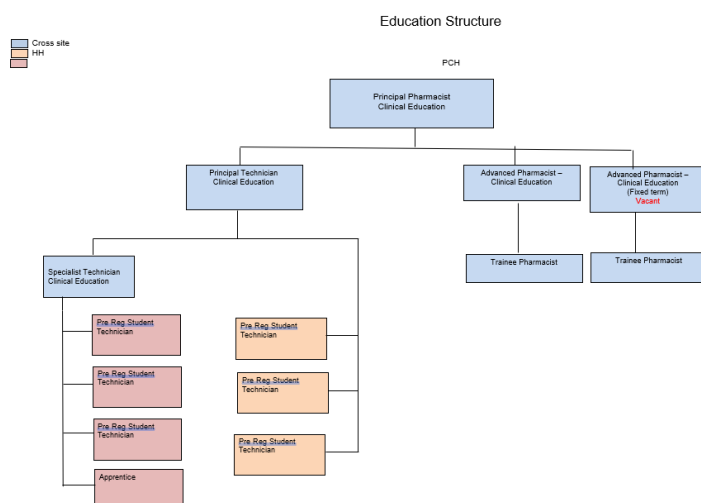
Act as line manager to a trainee pharmacist.

Provide expert clinical and service information to the pharmacy senior management team to support departmental service development and strategic planning.

### \*RPS - Core Advanced curriculum

In March 2023, Health Education England agreed this RPS curriculum as equivalent to their Multiprofessional Framework for Advanced Clinical Practice.

## Key Working Relationships (organisational chart)



## Main Duties and Responsibilities

Working to deliver standards of Advanced Practice within the five domains of the RPS Core Advanced Curriculum:

RPS Outcome
<b>Person-centred care and collaboration</b>
Communicates complex, sensitive and/or contentious information effectively with people receiving care and senior decision makers.
Demonstrates cultural effectiveness through action: values and respects others, creating an inclusive environment in the delivery of care and with colleagues.
Always keeps the person at the centre of their approach to care when managing challenging situations; empowers individuals and, where necessary, appropriately advocates for those who are unable to effectively advocate for themselves.
Builds strong relationships with colleagues working as part of multidisciplinary teams influencing the delivery of positive healthcare outcomes at a team and/or organisational level.
Gains co-operation from senior stakeholders through effective influencing, persuasion and negotiation.
Recognises and respects others in the wider pharmacy and multidisciplinary team; optimises the care delivered for individuals and groups through appropriate delegation and referral.
<b>Professional Practice</b>
Delivers care using advanced pharmaceutical knowledge and skills for individuals and/or groups with highly complex needs, including where evidence is limited or ambiguous.
Undertakes a holistic clinical review of individuals with complex needs, using a range of assessment methods, appropriately adapting assessments and communication style based on the individual.

Demonstrates effective clinical reasoning skills; making autonomous, evidence informed, person-centred decisions for individuals or groups with complex clinical needs, managing risk in the presence of significant uncertainty.
Acts to improve the health of the population and reduce health inequalities.
Makes, and is accountable for, own decisions and takes responsibility for performance at a team and/or service level.
Defines and articulates own scope of practice to others; uses professional judgement to appropriately seek help when needed for complex and/or high stakes decisions.
<b>Leadership and Management</b>
Proactively contributes to defining a strategic vision for their team and/or service in collaboration with other senior stakeholders; engages others to support the delivery of the strategic vision.
Motivates and supports individuals and/or teams to improve performance.
Demonstrates team leadership, resilience and determination, managing situations that are unfamiliar, complex and/or unpredictable to deliver positive outcomes at a team and/or service level.
Critically analyses data as part of quality improvement and/or innovation in the development and delivery of services, the identification and mitigation of medicines-related risks, and the management of resources.
Works collaboratively with multidisciplinary resources across care settings to develop and implement strategies to manage risk and improve safety and outcomes from medicines and care delivery.
Demonstrates emotional intelligence when managing challenging and complex situations; remains composed and de-escalates potential and actual conflict situations.
<b>Education</b>
Reflects on practice to critically assess own learning needs and pro-actively engages in professional development.
Supervises others' performance and development; provides high quality feedback, mentorship and support.
Designs and delivers educational interventions that impact at a team and/or organisational level, supporting members of the pharmacy team, wider multidisciplinary team, and/or service users to safely and effectively use medicines.
<b>Research</b>
Interprets and critically appraises the evidence base to inform practice and care delivery at a team and/or service level.
Identifies gaps in the evidence base; uses appropriate methods for addressing the identified gap(s), generating new evidence.
Implements changes at a team and/or service level based in the outputs of their research and/or quality improvement activity and disseminates findings.
Collaborates with others in undertaking research and supports others to engage with research and improvement activities.

### Specific Departmental Tasks:

You will also:



Participate in the work of the department at weekends, public holidays, extended hours and on-call as necessary commensurate with experience and training and in-line with departmental agreements.

Deputise for the Principal Pharmacist in their role as required.

Ensure adherence to Trust's Standing Financial Instructions and Standing Orders, Financial Procedures, and standards of business conduct.

Manage the recruitment and induction of pharmacy staff within the line management structure.

Support the delivery of the pharmacist clinical diploma (including where required acting as a clinical diploma tutor) and non-medical prescribing programmes (acting as a designated prescribing practitioner (DPP)) and extending the clinical roles of pharmacy technicians within the Trust to deliver against key clinical service.

### **Job Planning:**

The role holder will be required to work across the Royal Pharmaceutical Society's Core Advanced Pharmacist Curriculum, with a view to spending their time as indicated below where staffing and service cover allows.

This will be governed by the use of Job Planning processes and will be the responsibility of the role holder to record accurately planned and actual time completed on each area of excellence.

Contracted Working Hours split:

- Clinical Practice 20%
- Leadership and Management 20%
- Education 50%
- Research 10%

### **Career Path**

You will have achieved or be working towards the Royal Pharmaceutical Society's Core Advanced Pharmacist Curriculum. This post prepares you to apply to a managerial or clinical 8b role within the Trust where vacancies arise.

### **Working at our Trust**

#### **A. Our Values**

Our Trust Values highlight the core principles and ideals of our Trust and underpin everything that we do. They establish the kind of people we want to be, the service we hope to provide and how we interact with our stakeholders and community.

The Values were created and selected by members of the public, patients and our staff, and highlight the principles we believe are the most important. They steer the decisions we make and guide the behaviour of our Trust family so we can accomplish our Vision.

We regularly measure ourselves against these Values, at every organisational level, so we can identify how we are living them and where we need to make improvements. The Trust board will monitor and review how the Trust performs against the values regularly, to ensure we provide the best possible patient care.



## **B. Divisional Structure**

Following the formation of North West Anglia Foundation Trust in April 2017, our operational functions across our hospitals merged to form five clinical divisions:

- Division of Medicine
- Division of Urgent Care and Emergency Care
- Division of Surgery
- Division of Family and Integrated Support Services
- Division of Maternity, Gynaecology and Breast Services

The clinical divisions are key to our service delivery and they are led by a triumvirate comprising a Divisional Director, Divisional Nursing Director, and Divisional Operations Director.

## **C. Your responsibilities to the Trust, our patients and staff**



The Trust aims to provide high standards of patient care and to ensure that our staff are supported in their roles that help us achieve this. As part of your role, you are expected to adhere to Trust policies and procedures which are designed to guide you in your work and ensure that the Trust, and you as an individual, comply with legal requirements. Non-adherence to Trust policies and procedures may be addressed through the Trust's disciplinary process.

Key policies are outlined below; you are also required to act by policies specific to your job role, which are covered at induction.

## **Equality and Diversity Policy**

No patient or member of staff should receive less favourable treatment on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation, and should not be placed at a disadvantage which cannot be shown to be justifiable. You have a responsibility to patients and staff to ensure that this is achieved.

## **Health & Safety**

You have a responsibility to consider yourself and anyone else that could be affected by the things you do or don't do, that you should have while at work. You are responsible for informing your manager of any health and safety concerns you identify by using the trust incident reporting system for any accidents, incidents or near-misses that happen to you or that you are aware of to reduce injuries or loss.

Additionally, if you have management responsibilities you must ensure the implementation of the Trust's health and safety and risk management policies, procedures, and codes of practice through your directorate or business unit management structure ensuring that communication pathways are clear and explicit at all levels of employment, to maintain the health, safety and welfare of employees or others who may be affected.

## **Data Protection**

You are to always maintain the highest standards of data protection and confidentiality, ensuring that person-identifiable data is held securely (including password protection and encryption) and that data held and entered into Trust systems is correct. You are to observe confidentiality for commercially sensitive data and to promote the highest standards of information governance by the Data Protection Act 1998, Freedom of Information Act 2000 and Trust policies and procedures.

## **Data Quality**

It is your responsibility to ensure that any data collection required is accurate, timely, complete, and stored securely in the appropriate place or system, whether as a paper or an electronic record. This includes data input onto the Trust's information systems, patient records, staff records and finance records. You are expected to submit data for quality assurance checks as required. You will be expected to undertake training required to assure the quality of data collected and to participate in any relevant audits required as part of the Trust's and external quality improvement programmes.

### **Customer Care**

You are always required to put the patient first and do your utmost to meet their requests and needs courteously and efficiently. So that you to understand the principles of customer care and the effects on you and the service that you provide, full training will be given.

### **Values**

How our staff live and work according to our values will be through our 'personal responsibility framework' - which outlines how staff are expected to behave.

### **Infection Control**

You have a responsibility to comply with Trust policies for personal and patient safety and prevention of healthcare-associated infection (HCAI); this includes a requirement for consistent compliance with hand hygiene, use of personal protective equipment and safe disposal of sharps. You will be asked about adherence to measures for reducing HCAI at the annual appraisal.

### **Smoking Policy**

You are not allowed to smoke in Trust buildings or grounds. Assistance will be provided to assist you to quit smoking through our Occupational Health service.

### **Confidentiality**

Under no circumstances, either during or after the end of your employment may you divulge any unauthorised personal identifiable information relating to the Trust. This also includes but is not limited to, information covering patients, individual staff records, industrial relations, financial affairs, contract terms and prices or business forecasts.

### **Safeguarding the welfare of children and vulnerable adults**

You should be aware of Trust policies and procedures on safeguarding the welfare of children and vulnerable adults., and appreciate the importance of listening to children, young

people, and vulnerable adults, particularly when they are expressing concerns about their own or other children's/vulnerable adult's welfare.

### **Mandatory Training**

You are required to attend mandatory training as required. If you are unable to attend a required session you should ensure that this is rectified with your line manager's support at the next available opportunity.

### **Raising issues of Concern**

If you have any concerns about practices or processes within the Trust, you should raise this with your line manager. If you do not feel able to raise concerns directly you should access the Trust's 'haven' procedures for raising issues of concern in confidence.