

## Job Description

<b>Job Title:</b>	Specialist Clinical Pharmacist Rotational
<b>Band:</b>	7
<b>Responsible to:</b>	Pharmacist Team Manager, Cavell Centre
<b>Department:</b>	Pharmacy - Cavell Centre
<b>Directorate:</b>	Corporate

## Our Values

	<b>Behaviour</b>	<b>How we will demonstrate this behaviour</b>
<b>Professionalism</b>	We will maintain the highest standards and develop ourselves and others	By demonstrating compassion and showing care, honesty and flexibility
<b>Respect</b>	We will create positive relationships	By being kind, open and collaborative
<b>Innovation</b>	We are forward thinking, research focused and effective	By using evidence to shape the way we work
<b>Dignity</b>	We will treat you as an individual	By taking the time to hear, listen and understand
<b>Empowerment</b>	We will support you	By enabling you to make effective, informed decisions and to build your resilience and independence

## Job Purpose

- To contribute to a specialist clinical pharmacy and medicines optimisation services operating from the Trust. The post-holder will work across three disciplines – mental health, palliative care, and community physical health rehabilitation. The post-holder will work alongside pharmacy team members to deliver an excellent service to them.
- The post holder will work across three sites with time split between Cavell Centre Hospital Pharmacy Department and mental health wards, Intermediate Care Unit and North Cambridgeshire Hospital community hospital wards.
- To ensure that medicines management and dispensing are undertaken in line with CPFT policies and current medicines legislation.
- We will support the post holder with post-graduate education to allow them to develop high-level expertise for their career.

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## Role of the Department

<p>To optimise the use of medicines in service users within CPFT services.</p> <p>To deliver safe and effective medicines provision from CPFT pharmacies.</p>
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## Key Responsibilities

### Clinical / Service Specific

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| <ol style="list-style-type: none"><li>1.To assist with medicines management service and dispensing service at Cavell Centre Hospital.</li><li>2.To assist with medicines management service at Nort Cambridgeshire Hospital.</li><li>3. To assist with medicines management service at Intermediate Care Centre.</li><li>4.To optimise patient care in defined wards/teams alongside other pharmacy staff by:<ol style="list-style-type: none"><li>a. Participating (in conjunction with pharmacy technicians) in medicines reconciliation and medication interviews with service users.</li><li>b. Participating in medicines management schemes on the wards, including patient's own drugs, self-administration, medicines reconciliation, and medicines supply.</li><li>c. Counselling and/or education of service users about their medicines and provide information and advice about medicines to service users, carers and other health professionals e.g., medical and nursing staff.</li><li>d. Active involvement in discharge planning for service users to ensure a seamless medicines pathway into primary care.</li><li>e. Participating in multidisciplinary team meetings or case conferences to identify medication problems and provide advice.</li><li>f. Reviewing and monitoring prescription charts and monitoring the outcomes of treatment.</li><li>g. To support prescribing in line with evidence-based practice, following local and national guidelines.</li></ol></li><li>5.To support the education and training of medicines matters for CPFT staff and service users.</li><li>6.To support the education and training for student pharmacy technicians and pre-registration pharmacists within the clinical medicines management service role and generally for pharmacy support workers.</li><li>7.To support activities within the Cavell Centre pharmacy dispensary, including clinical checking of prescriptions, dispensing, and final accuracy checking of dispensed items.</li><li>8.To participate in the pharmacy aspects of clinical trials and research within mental health and the maintenance of necessary records.</li><li>9.To propose and contribute to the development and implementation of policies and procedures for the clinical medicines management services to develop the service for the benefit of pharmacy staff, ward/team staff, service users and carers. Support the implementation of changes in the policies and manage the change appropriately.</li><li>10.Participate in clinical audit projects and audit of the clinical medicines management service.</li></ol> |
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11. To support the running of out-patient clozapine clinics in Peterborough when required to do so.
12. To participate in the Trust wide on-call rota for mental health pharmacists.

### **Equipment & Systems**

1. To use and maintain clinical records and systems in a safe and secure manner under direction from training.
2. To use electronic systems effectively to support the timely, safe and accurate provision of medicines to the service user.
3. To develop expertise for the safe and efficient use of near-patient-testing blood analysis machines to deliver high-risk medicine provision safely.

### **Decisions & Judgements**

1. To provide specialist information and advice on all aspects of medicines management to medical, nursing and other staff, and medicines information to all service users, carers, and members of staff.
2. To suggest improvements and developments in pharmacy and medicines management within the Trust and facilitate the effective roll out of change.
3. To identify medicines management issues and potentially act independently or with the assistance of others to get them resolved. The person may need to work independently at times with remote assistance available.

### **Research & Audit**

1. To participate in national and local medicines related audit and research within the Trust.
2. To contribute to the safe and effective medicine supply within clinical trials.

### **Communication & Relationships**

1. To work in partnership with pharmacy staff within the areas of work to deliver a safe and effective service.
2. To work with other healthcare professionals to deliver positive outcomes for those teams and the service users that are within their care.
3. To work with service users and their caregivers to give them the best chance of gaining benefit from the treatments available.
4. To communicate effectively with outside agencies on matters relating to medicines safety and optimisation.

### **Managerial & Financial Requirements**

1. To supervise pharmacy technicians (when undertaking ward/team clinical duties) and dispensary staff where required.
2. To supervise trainee pharmacists and pharmacy technicians working within CPFT teams where required.
3. To contribute to cost-efficient use of medicines and support the medicines procurement specialists where required

## **Physical, mental, emotional & environmental demands of the job**

1. The post holder will be expected to be able to work between the three sites:
  - a. Cavell Centre Hospital
  - b. North Cambridgeshire Hospital
  - c. Intermediate Care CentreThe post holder would have a mutually agreed timetable to manage these visits. Related travel expenses will be reimbursed.
2. After a period of induction and training the post holder would be expected to be able to carry out basic medicines management tasks. On occasion this may be done independently – with remote assistance only.
3. Ability to work flexibly in different working environments.
4. Approach that is suitable to working in the disciplines of mental health/learning disabilities/substance misuse/palliative care.
5. Determination to overcome obstacles.
6. Pro-active and able to display initiative.
7. The role can be demanding and can be stressful. The person should be aware that the nature of the services and the work undertaken will mean that they will see emotionally challenging situations.

## **Information Technology**

1. To create and maintain accurate records on information systems used within the Trust, including System One (clinical record system), Ascribe (pharmacy system), and Denzapine Monitoring Service.

## **Financial Responsibility**

1. None identified as part of routine working.

## **Human Resources**

1. The post holder will be expected to follow CPFT HR policies.

## **Training & Development**

- To undertake self-directed Continuing Professional Development, in line with General Pharmaceutical Council requirements.
- To participate in regular supervision in accordance with good practice guidelines and Trust policy.
- To participate in the Trust's annual Appraisal process.
- To attend all relevant mandatory training as and when required to do so.
- To supervise pharmacy technicians (when undertaking ward/team clinical duties) and pre-registration pharmacists.

## **Quality & Patient Safety**

- Protection of Children & Vulnerable Adults – To promote and safeguard the welfare of children, young people and vulnerable adults.

- Implementation of NICE guidance and other statutory / best practice guidelines. (if appropriate)
- Infection Control - To be responsible for the prevention and control of infection.
- Incident reporting - To report any incidents of harm or near miss in line with the Trust's incident reporting policy ensuring appropriate actions are taken to reduce the risk of reoccurrence.
- To contribute to the identification, management and reduction of risk in the area of responsibility.
- To ensure day to day practice reflects the highest standards of governance, clinical effectiveness, safety and patient experience.
- To ensure monitoring of quality and compliance with standards is demonstrable within the service on an ongoing basis.
- To be aware of the responsibility of all employees to maintain a safe and healthy environment for patients/ clients, visitors and staff.

## **General**

- To maintain up to date knowledge of legislation, national and local policies and issues in relation to both the specific client group and mental health.
- To comply with the Professional Codes of Conduct and to be aware of changes in these. To maintain up to date knowledge of all relevant legislation and local policies and procedures implementing this.
- To ensure that all duties are carried out to the highest standard and in accordance with currently quality initiatives within the work area.
- To comply with all relevant Trust policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and Confidentiality of Information and to be aware of any changes in these.
- To comply at all times with the Trust's Information Governance related policies. Staffs are required to respect the confidentiality of information about staff, patients and Trust business and in particular the confidentiality and security of personal identifiable information in line with the Data Protection Act. All staff are responsible for ensuring that any data created by them is timely, comprehensive, accurate, and fit for the purposes for which it is intended.

## **Equality & Diversity**

The Trust is committed to equality and diversity and works hard to make sure all staff and service users have access to an environment that is open and a free from discrimination. As a Trust we value the diversity of our staff and service users, and therefore recognise and appreciate that everyone associated with the Trust is different and so should be treated in ways that are consistent with their needs and preferences.

Therefore all staff are required to be aware of the Trust's Equality and Diversity Policy and the commitments and responsibilities the Trust has to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

<p>We firmly believe that it makes good business sense to have a workforce representative of the communities we serve and so encourage applications from all sections of the community.</p>
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**To be noted:**

- This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties, which fall within the grade of the job, in discussion with the manager.
- This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.
- This post is subject to the Rehabilitation of Offenders Act 1974 (Exemption Order 1975) and as such it will be necessary for a submission for disclosure to be made to the Criminal Records Bureau to check for previous criminal convictions. The Trust is committed to the fair treatment of its staff, potential staff or users in line with its Equal Opportunities Policy and policy statement on the recruitment of ex-offenders.

## Person Specification

<b>Job Title:</b>	Specialist Clinical Pharmacist (Mental Health)
<b>Band:</b>	7
<b>Responsible to:</b>	Pharmacist Team Manager, Cavell Centre
<b>Department:</b>	Cavell Centre Pharmacy

Criteria	Essential	Desirable
Education / Qualifications	<ul style="list-style-type: none"> <li>Pharmacy degree from recognised university.</li> <li>Registered as a practising pharmacist with the General Pharmaceutical Council.</li> <li>Evidence of CPD.</li> </ul>	<ul style="list-style-type: none"> <li>Post-graduate qualification in clinical pharmacy.</li> <li>Post-graduate Certificate in Psychiatric Therapeutics.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>At least 2 years' post-registration employment as a pharmacist.</li> </ul>	<ul style="list-style-type: none"> <li>Experience in hospital pharmacy.</li> <li>Experience in mental health pharmacy.</li> </ul>
Skills & Abilities	<ul style="list-style-type: none"> <li>Able to demonstrate commitment to high quality care and service provision.</li> <li>Effective communicator by a range of methods.</li> <li>Able to interpret complex data.</li> <li>Able to prioritise and manage own workload.</li> <li>Able to work under pressure and to tight timescales.</li> </ul>	<ul style="list-style-type: none"> <li>Excellent presentation skills.</li> </ul>
Knowledge & Understanding	<ul style="list-style-type: none"> <li>Knowledge of NHS policy, processes and guidelines relating to pharmacy and medicines management.</li> <li>Familiarity with a range of IT applications.</li> </ul>	<ul style="list-style-type: none"> <li>Specialist knowledge of mental health medications/issues.</li> </ul>

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Physical Requirements		<ul style="list-style-type: none"> <li>• Independent mobility – able to visit different sites.</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Empathetic approach to mental health.</li> <li>• Recognises people's right to privacy and dignity, treating every person with respect.</li> <li>• Willingness to be flexible in approach and attitude.</li> </ul>	

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The Trust believes in treating everyone with dignity and respect and encourages applications from all sectors of the community. We guarantee an interview to candidates with disabilities who meet the minimum essential criteria.