

## **JOB DESCRIPTION**

<b><u>JOB TITLE:</u></b>	<b>Lead Pharmacist – Locality Care Group</b>
<b><u>BAND:</u></b>	<b>AfC 8b</b>
<b><u>DEPARTMENT:</u></b>	<b>Pharmacy</b>
<b><u>LOCATION:</u></b>	<b>To be confirmed</b>
<b><u>ACCOUNTABLE TO:</u></b>	<b>Trust Chief Pharmacist</b>
<b><u>REPORTS TO:</u></b>	<b>Deputy Chief Pharmacist – Clinical Services</b>

### **MAIN PURPOSE OF THE JOB:**

The development and leadership of clinical pharmacy services to a nominated locality Care group of the Trust. The day to day management of the clinical pharmacy team within a designated locality.

### **DIMENSIONS**

Northumberland, Tyne and Wear NHS Trust is one of the largest mental health and disability Trusts in England, employing more than 6,000 staff, serving a population of approximately 1.4 million, providing services across an area totaling 2,200 square miles. We work from over 160 sites across Northumberland, Newcastle, North Tyneside, Gateshead, South Tyneside and Sunderland

**The post holder will commit to the vision and values of the Trust**

### **VISION AND VALUES**

**Our Vision is:** "We Strive to provide the BEST CARE, delivered by the BEST PEOPLE, to achieve the BEST OUTCOMES."

**Our Values are:-**

- Caring Compassionate
- Respectful
- Honest and Transparent

**OUR SHARED PURPOSE IS TO MAXIMISE OUR CONTRIBUTION TO HIGH QUALITY, COMPASSIONATE CARE AND TO ACHIEVE EXCELLENT HEALTH AND WELLBEING OUTCOME**

### **ORGANISATIONAL CHART**

Please see appendix 1

## **ONLY FOR CLINICAL STAFF**

### **CORE COMPETENCIES**

- **Clinical Leadership**
- **Patient Care**
- **Professional Practice**
- **Practice Development**
- **Ensure that the care delivered is compassionate, competent, and courageous underpinned by a commitment to high standards and effective communication.**

### **COMMUNICATION & RELATIONSHIPS**

The post holder is required to communicate and receive highly complex, sensitive and contentious information in settings where advice may be challenged by colleagues from other disciplines. Examples include presenting policies and treatment guidelines/ protocols at the trustwide Medicines Management Committee, business cases/service change proposals to Group Directors and other senior managers. The post holder's clinical pharmacy service role may at times involve managing the opposing views of 'front-line' medical and nursing staff in medicines management decision-making which affects the care of patients, including regarding prescribing quality, drug choice and other aspects of day-to-day medicines management within clinical team settings. These roles require developed influencing and interpersonal skills. They are also required to present service developments and/or research findings to large audiences at local, national and international meetings.

### **KNOWLEDGE, SKILLS, TRAINING AND EXPERIENCE**

- Demonstrate specialist clinical knowledge, of relevance to the services provided by NTW, acquired over a significant time period
- Remain professionally updated at all times and be actively aware of Trust-wide service developments and priorities
- Maintain CPD requirements for professional registration with the General Pharmaceutical Council, including for revalidation when introduced
- Work to own personal professional development plan and identified own training needs as required

### **ANALYTICAL AND JUDGEMENTAL SKILLS**

- Develop local prescribing guidelines, based upon the best available clinical evidence, to support safe, effective, high quality prescribing within the trust; this requires the interpretation and critical appraisal of drug information and clinical research papers which may include conflicting information and on which expert opinion varies

### **PLANNING AND ORGANISATIONAL**

- Ensure through effective planning and organisation the clinical pharmacy service delivery to a designated locality. This will include allocation and rostering of staff.

- Propose contributions to the development of forward plans, including the Trust medicines management strategy

### **PHYSICAL SKILLS**

- Keyboard skills
- Driving

### **PATIENT CARE AND FAMILY INVOLVMENT**

- To provide an advanced level clinical pharmacy services to operational groups, in line with professional, departmental and Trust standards and policies, including:
  - Medicines reconciliation on admission to hospital
  - Detailed medication reviews to provide advice on optimising the safety and effectiveness of pharmacological treatment regimens
  - Contribution to the formulation of individual care plans
  - Review and updating of care records
  - Therapeutic drug monitoring for specific medicines with narrow therapeutic indices (e.g. lithium)
  - Patient education and counselling, with regard to their medicines
  - Participation in multidisciplinary team meetings
  - Development of evidence based treatment guidelines/protocols for use within service directorates or across the Trust as appropriate
  - Support the implementation of local and national (e.g. NICE) guidelines
  - Non-medical prescribing services
  - Participation in the MHRA adverse drug reaction (ADR) reporting scheme in accordance with other local and national initiatives/schemes
  - Participation in the trust safety incident reporting programme
- To participate in dispensary services, as required on a sessional basis
- To participate in out-of-hours, weekend and Bank and Statutory Holiday working, in keeping with the Pharmacy Directorate arrangements

## **POLICY AND SERVICE DEVELOPMENT**

- Make a significant contribution to the preparation of the strategic vision for clinical pharmacy services.
- Prepare or contribute to business cases for developments involving pharmacy or medicines management services provided to a designated operational Group
- Deputise for the Deputy Chief Pharmacist – Clinical Services at Trust and external meetings and committees when appropriate.
- Contribute to committees, working groups and project teams which may be set up within the Trust or department or in association with local primary care organisations
- Develop, maintain, implement standards and SOPs for the provision of clinical pharmacy services and pharmaceutical care; develop performance metrics and monitor the quality of these services
- To respond positively and in a timely way to those changes which may occur and affect the nature, direction and delivery of pharmacy services
- Contribute to medicines management within the Planned Care Group, including meeting the requirements of the CQC Essential Standards of Quality and Safety, NHSLA and other key governance frameworks
- Plan and deliver clinical pharmacy services to the wards and teams in the designated locality, to promote safe and effective prescribing in conjunction with operational and clinical staff
- Ensure clinical pharmacy practice is evidence based and wherever possible, patient focused
- Ensure that patient/service user views are accounted for in the planning and implementation of service delivery
- To promote and implement the local formulary, in order to ensure the safe and cost effective use of drugs throughout the Trust and at the primary/secondary care interface
- Assist the Deputy Chief Pharmacist –Clinical Services with complaints relating to clinical pharmacy services
- Identify and develop prescribing audit proposals and processes within the clinical pharmacy service to ensure that all legal, professional and service requirements are met.
- Ensure that medicines-related errors, complaints and incidents are investigated and managed within the Trusts guidelines
- Ensure that the Deputy Chief Pharmacist – Clinical Services is made aware of any circumstances that would, or may, mitigate against safe standards of practice and advise on corrective action.

- Support the implementation of action plans arising from national (e.g. NPSA) alerts and local safety alerts
- As determined by the service/clinical need the post holder may work as a Non Medical Prescriber (NMP) within their area of competence
- Where this is the case, the NMP will practice in accordance with both GPhC regulations and also the NTW Medicines Policy NTW(C)17

### **FINANCIAL AND PHYSICAL RESOURCES**

- To act as an authorised signatory for ordering medicines and related items (maximum £20,000)
- To support the control of medicines expenditure within the trust via
  - Ensuring the engagement of clinical pharmacy staff with the cost improvement agenda
  - Monitoring drug expenditure, supporting senior managers and clinicians in identifying opportunities enhancing cost-effective prescribing and medicines management
  - Supporting the implementation of the local formulary
  - Managing drug stock levels and avoiding drug wastage

### **HUMAN RESOURCES**

- Be managerially accountable for the day-to-day delivery of the clinical pharmacy service in a designated locality of the trust
- Under the direction of the pharmacy operational service managers be accountable for the day to day management of the pharmacists working into operational pharmacy services
- To ensure the effective operation and development of the Trust appraisal scheme for all line managed staff to ensure they have the appropriate development opportunities for their current and future career needs
- To ensure that all line managed staff undertake all statutory and mandatory and essential training in accordance with timescales
- Provide professional clinical supervision to trainee clinical pharmacists, prioritising workload, managing workflow, delegating work, handling difficult enquiries/problems and communicating these issues to colleagues within the department
- Demonstrate good clinical practice through teaching at undergraduate and postgraduate level
- Responsible for performance management for line managed staff
- Ensure that line managed staff have adequate clinical supervision/mentorship and manage any poor performance actively with the Trust policies and procedures framework
- Ensure that all Trust policies and procedures are adhered to at all times
- Proactively, develop, appraise and motivate staff to ensure they can and do perform well in their job, contribute towards improvements to the clinical pharmacy service

- Lead on the recruitment and retention of clinical pharmacy staff within your designated locality and Planned Care Group
- Plan and deliver education and training for medical staff in prescribing and therapeutics

### **RESEARCH AND DEVELOPMENT**

- Provide support in the provision of research and teaching, in collaboration with local University Schools of Pharmacy
- Support the presentation of research findings and new service developments to local, national and international audiences through oral communications, poster presentations and publications
- Contribute to the development of the pharmacy practice research strategy for the pharmacy service, acting as a supervisor and mentor for students and responsible for implementing research findings to benefit patient care
- To deliver R&D and audit of practice and related medicines management throughout clinical pharmacy services
- To prepare and submit at least one (joint) publication annually to reflect the innovative and successful work of the NTW pharmacy service
- Actively participate in trust-wide prescribing-related clinical audit supporting other pharmacy staff in this area and liaising with other specialties/departments as necessary
- Participation in the national Prescribing Observatory in Mental Health audit programme, leading on designated audit programmes, ensuring that local action plans are developed in collaboration with participating teams, and trust-wide medicines management actions developed in partnership with the Lead-Pharmacist Medicines Governance

### **FREEDOM TO ACT**

The post holder is accountable for their professional actions, with expected results determined by the Deputy Chief Pharmacist – Clinical Services, the post holder deciding how best they are to be delivered.

They act as a lead specialist in own area of pharmacy practice, in delivering designated services to the trust, and are also guided by legal statute, professional standards/ and codes of conduct, by guidance from peers, and/or national and regional agencies, Trust policies and guidelines.

## **Effort and Environment**

### **Physical:**

Office based role, where there may be an occasional requirement to sit at a desk for long periods (> 2hours). Required to attend meetings and visit staff throughout the organisation. Occasional light physical effort e.g. carrying computer equipment; required to drive between sites

### **Mental:**

There is a frequent requirement for concentration where the work pattern is unpredictable.

### **Emotional:**

Occasional exposure to distressing or emotional circumstances when providing clinical services to patients/carers, dealing with complaints, performance issues, staff sickness, disciplinary/grievance cases, organisational change. Individual staff member support

### **Working Conditions:**

Regular VDU user. Exposure to unpleasant working conditions, such as verbal or physical aggression, may be rarely encountered.

## **SAFEGUARDING**

Every employee has a responsibility for safeguarding and protecting adults and children from abuse, regardless of the setting in which the care takes place. It is every employee's responsibility to be aware of relevant Trust Policies. All employees should take part in training in order to maintain their skills. Front line practitioners should access regular supervision and support in line with local procedures.

## **HEALTH AND SAFETY**

Contribute to maintaining a safe environment of care through effective risk management. Identify risks and develop appropriate strategies to manage the risks including responding appropriately to untoward/emergency situations.

## **TRUST CLINICAL GOVERNANCE STRATEGY**

It is the responsibility of all health care professionals to play an active role in delivering the clinical governance agenda. There is a specific responsibility for individual health care professionals to be involved in auditing their own and their team's clinical performance, and to engage in activities, which continuously improve, the quality of services they provide.

## **Information of a Confidential Nature or Access to Confidential Information**

"To be aware of the nature of information dealt within the NHS and to work in a manner which ensures confidentiality and security of this information"

## **INFECTION CONTROL**

All Trust staff (clinical and non-clinical, including locum and agency staff employed by external contractors) have a personal responsibility to ensure the risk of infection to themselves, service users and visitors is minimised by ensuring that they (1) are familiar and adhere to, current Trust policy and guidance on infection prevention and control, (2) participate in the Trusts induction programme and statutory/required training in infection prevention and control and (3) consider infection prevention and control as part of their appraisal and/or personal development plans'.

## **CALDICOTT RESPONSIBILITIES:**

1. **Justify the purpose (s) of every proposed use or transfer** - every proposed use or transfer of patient-identifiable information within an organisation should be clearly defined and scrutinised, with continuing uses regularly reviewed by an appropriate guardian.
2. Don't use it **unless it is absolutely necessary** - Patient-identifiable information should not be used unless there is no alternative, **where this is the case permission should be obtained.**
3. **Use the minimum** necessary - Where use of patient-identifiable information is considered to be essential, each individual item of information should be justified with the aim of reducing identification.
4. Access should be on a strict **need-to-know** basis - Only those individuals who need access to patient-identifiable information should have access to it, and they should only have access to the information items that they need to see.
5. Everyone with access to it should be **aware of their responsibilities** - Action should be taken to ensure that those handling patient-identifiable information are aware of their responsibilities and obligations to respect patient confidentiality.
6. **Understand and comply with the law** - Every use of patient-identifiable information must be lawful. Each department must have someone responsible for ensuring that the organisation complies with legal requirements.

## **ACCESS TO CONFIDENTIAL INFORMATION:**

To be aware of the nature of information dealt with within the NHS, and to work in a manner which ensures confidentiality and security of this information.

**This job description is not intended to be an exhaustive list of the duties and responsibilities of the post and the post holder may be requested to carry out any other duties appropriate to the grade or post.**



The post may change over time to meet organisational requirements and the job description may be changed after consultation with the post holder at any time.

**JOB DESCRIPTION AGREEMENT**

**Post Title:**

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**Post Holder's Name:**

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**Post Holder's Signature:** .....

**Date:**.....

**Line Manager's Name:**

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**Line Manager's Signature:** .....

**Date:** .....

## PERSON SPECIFICATION

### Lead Pharmacist – Locality Care Group

ATTRIBUTES	ESSENTIAL/ DESIRABLE	EVIDENCE SOURCE/ COMMENTS
<b>EDUCATION AND TRAINING</b>		
MPharm or equivalent first degree in Pharmacy	E	Application, interview; Masters in Pharmacy ( <i>MPharm</i> ) is a 4-year degree course followed by a pre-registration training year
Registration with General Pharmaceutical Council	E	Application, interview; requires one-year preregistration training, pass in registration exam, and maintenance of annual CPD requirements
Postgraduate clinical qualification to diploma level or above	E	Application, interview; e.g. Postgraduate diploma/ Masters degree in Clinical Pharmacy or Medicines Management
Evidence of commitment to CPD' as a minimum to meet the mandatory requirements of the General Pharmaceutical Council	E	Application, interview; GPhC registration number
Qualified Prescriber – Independent / Supplementary	D	Prescribing Certificate – Registered with the GPhC
Management qualification	D	Application
<b>EXPERIENCE/SKILLS</b>		
Substantial post registration experience within NHS pharmacy practice	E	Application, interview
Excellent verbal & written communication skills	E	Application, interview
Human resources management	E	Application, interview; <i>must include line management experience, including staff appraisal and personal development planning</i>
Significant experience in providing clinical pharmacy services within an NHS secondary care setting	E	Examples of work submitted for publication or examples of improvements to patient care
Demonstrable understanding of Key NHS and pharmacy issues	E	Able to describe how pharmacy services support NHS organisations in delivering strategic objectives
Advanced computer literacy skill including analytic tools	E	ECDL or equivalent accreditation is desirable

ATTRIBUTES	ESSENTIAL/ DESIRABLE	EVIDENCE SOURCE/ COMMENTS
<b>PERSONAL ATTRIBUTES</b>		
Excellent communication skills with demonstrable ability to present complex or sensitive information to large groups of clinicians or senior managers	E	Application form, interview
Proven ability to work alone and as part of a team	E	Application form, interview
Enthusiastic and cheerful	E	interview
High degree of personal integrity	E	Application form, interview
Professional in appearance	E	interview
Excellent interpersonal skills	E	interview
Innovative thinker	E	Application form, interview
Ability to deliver high quality work to deadline	E	Application form, interview
Good negotiation and motivational skills	E	Application form, interview
Good planning, prioritisation and time management skills	E	Application form, interview
Good analytical and judgemental skills	E	Application form, interview

