

JOB DESCRIPTION

<u>JOB TITLE:</u>	Senior Clinical Pharmacist
<u>GRADE:</u>	Band 8A
<u>DEPARTMENT</u>	Pharmacy
<u>LOCATION:</u>	As Designated
<u>RESPONSIBLE TO:</u>	Lead Clinical Pharmacist
<u>ACCOUNTABLE TO</u>	Chief Pharmacist and Controlled Drugs Accountable Officer

MAIN PURPOSE OF THE JOB

To lead and manage defined specialised areas within the pharmacy team adhering to trusts standards and policies. As well as maintaining high professional practice within the pharmacy service

Provision of expert information about medicines and medicines management to a range of audiences including service users and carers and wider trust staff

Ensuring services in own area are patient centred and are delivered in a manner which meets the needs of patients and other stakeholders

Develop and support development of services in order to meet changing operational or clinical needs

Delivering clinical pharmacy services to designated clinical areas in line with professional, departmental and trust standards and policies

To personally work and encourage others to work within standards, legislation and guidelines, but be able to work, and justify working, outside these when there is an urgent clinical or service need in keeping with professional registration requirements

To act as a role model for other staff and to demonstrate personal conduct in a manner in keeping with a registered professional

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 totalling 2,200 square

miles. We work from over 160 sites across Northumberland, Newcastle, North Tyneside, Gateshead, South Tyneside, Sunderland and North Easington.

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 OUTCOMES

ORGANISATIONAL CHART

See Appendix One

COMMUNICATION & RELATIONSHIPS

Provide and receiving highly complex, sensitive or contentious information, where persuasive, motivational, negotiating, training, empathic or re-assurance skills are required

This will include communicating information to patients/clients/carers regarding medications and treatment plans where agreement or cooperation is required or where there are barriers to communicating and /or understanding

Communicate and negotiate with trust staff on a broad range of subjects from providing specialist information and opinions to negotiating medicines management issues where other professionals may challenge your advice

Communicate with health care professionals across the health economy to ensure continuity in patients medicines management and that all issues are identified and addressed, providing specialist information and opinions where other professionals may challenge your advice

KNOWLEDGE, SKILLS, TRAINING AND EXPERIENCE

Professional knowledge acquired through vocational Masters degree in Pharmacy

Registration with General Pharmaceutical Council, including meeting CPD requirements

Specialist clinical pharmacy knowledge acquired through diploma level training

Up-to-date knowledge/experience of relevant legislation

Awareness and understanding of professional accountability, GPhC standards and other local and national initiatives

Demonstrate excellent written and verbal communication skills

Evidence of a high level of professional and organisational skills

Ability to adapt within a changing environment

Ability to work under pressure

Excellent interpersonal skills

Ability to use relevant IT equipment

Ability to work effectively with other professionals using a multi-agency approach

Ability to work autonomously and within a team

Good conflict resolution skills

Excellent communication skills with demonstrable ability to present complex or sensitive information to large groups of clinicians or senior managers

Good negotiation and motivational skills

Excellent planning, prioritisation and time management skills

Good analytical and judgmental skills

ANALYTICAL AND JUDGEMENTAL SKILLS

Analyse and interpret complex patient specific information to make therapeutic prescribing decisions

Analyse and investigate medicines related incidents to determine any remedial actions or potential learning

Develop and review local prescribing guidelines based upon the best 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

Reflect and critically appraise own performance

Exercise clinical and professional judgement which may be in conflict with other professions, staff or service users

Understand and apply policies and procedures which ensure that the local and national legislation, standards and guidance are being met.

Be able to work outside these when required and as appropriate, and be able to justify doing so in keeping with professional registration responsibilities

PLANNING AND ORGANISATIONAL SKILLS

Responsible for the planning and organisation of training sessions, audit and project work within specialist area of practice

Manage own time within the requirements of the service and service requirements. Prioritise workload effectively, utilising the support of clinical and operational supervision

Plan and organise the delivery of clinical pharmacy services to designated wards or teams

Organise and deliver clinical supervision to junior pharmacists and clinical pharmacy technicians

Plan and prioritise individual patient care activities

PHYSICAL SKILLS

Be required to display highly developed physical skills when dispensing and checking often complex medication regimes and products both accurately and at speed

RESPONSIBILITIES FOR PATIENT/CLIENT CARE

To provide specialist clinical pharmacy services to designated clinical areas in line with professional, departmental and trust standards and policies

Design specialised patient specific pharmacological treatment packages

Provide highly specialised advice and information to other professionals and patients on medicines.

Provide advice and information to patients regarding changes in their treatment, on-going and future supplies, and provision of information (verbal and written) to assist in concordance and compliance with prescribed treatment

Facilitate patient discharge including transfer of information to primary care and support co-ordination of on-going monitoring of treatment.

Assist in the implementation of Shared Care Guidelines

Work flexibly to meet the needs of Service Users and the trust

To participate in dispensary services, as required on a sessional basis

Ensure accuracy of prescribing by clarifying ambiguous prescribing with the prescriber

Ensure patients have prescribed medication available for them at all appropriate times

Demonstrate flexibility in the role. This may involve working across different areas or locations of the pharmacy department to support the needs of the service, whilst ensuring the delivery of high quality care at all times

POLICY AND SERVICE DEVELOPMENT

Propose policy or service developments within own area of practice and advise appropriate senior staff on the impact of these changes on others including the wider pharmacy team and trust clinical teams

Contribute to the development and validation of standard operating procedures within own area and suggests changes to policies that impact beyond own area

Contribute to the development and review of prescribing guidelines and information leaflets

Ensure that clinical pharmacy practice is and patient centred and evidence based

Adhere to GPhC Standards of Conduct, Ethics and Performance, Trust Policies, protocols, procedures, guidance and legislation

Support senior staff and actively contribute to decision-making processes within the pharmacy department

Participate in the effective monitoring, review and evaluation of the service provided

Contribute to committees, working groups and project teams

Prepare or contribute to business case for developments involving pharmacy or medicines managements

Make contributions to the preparations of the strategic vision of the clinical pharmacy service

Contribute to medicines management within designated clinical areas to ensure the requirements of CQC and other key governance frameworks are met

Ensure the views of patients/service users are accounted for in the planning and implementation of service developments

Ensure that medicines related errors, complaints and incidents are reported via trust reporting systems. Support investigation and management of these

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

Monitor drug expenditure, supporting senior managers and clinicians in identifying opportunities for enhancing cost effective prescribing and medicines management

Authorised signatory for the department for ordering medicines and other related item (maximum order value £20,000)

Monitor compliance with Health & Safety and Risk Management legislation and regulations and associated Trust and departmental procedures and take appropriate action as required

Contribute to development of the Service Resilience Plan that outlines how the Pharmacy will continue to function in the event of major incident

Contribute to departmental and trust cost improvement plans and efficiency measures in order to obtain maximum benefit from resources

Promote and implement the local formulary to ensure the safe and effective use of drugs throughout the trust and at the primary/secondary care interface

HUMAN RESOURCES

Responsible for the line management of designated pharmacy staff, reviewing and managing work allocation, competence and performance

Ensure that managed staff have adequate clinical supervision / mentorship

Proactively develop, appraise and motivate staff to ensure they can and do perform well in their job

Support the recruitment process, acting as an appointing panel member

Provide clinical supervision for pharmacy staff

Develop and deliver training for individuals or groups. This could include trust staff, patients/ carers or external audiences

Undertake CPD in line with professional requirements

To act as a role model for staff within the department by promoting a high standard of work

INFORMATION RESOURCES

Records personally generated clinical details/enters patient details on electronic patient records or pharmacy computerised data record system

Has responsibility, via paper or electronic systems, for maintaining accurate and contemporaneous records and securely storing and retrieving necessary information/documentation as per Trust Policy

Maintain clozapine patient monitoring system by inputting patient details and ensuring blood test results are appropriate

Has responsibility for maintaining own knowledge of current legislation

Collects and manages data as required for clinical and service specific audit and research

RESEARCH AND DEVELOPMENT

Undertake practice based research in own area of pharmacy practice

Participate in practice based audit, leading on designated programmes, ensuring local action plans are developed in collaboration with participating teams and trustwide medicines management actions are developed in partnership with relevant senior pharmacy staff

Ensure that all clinical practice is evidence based. Keep up to date with relevant research in the field in order to evaluate current practice and implement service improvement

Contribute to the development of the pharmacy practice research strategy

Act as a supervisor and mentor for projects and audits

To prepare and submit at least one (joint) publication annually to reflect the innovative and successful work of the NTW pharmacy service

Provide support in the provision of research and teaching in collaboration with local Universities

Undertake research activities; including dispensing and checking dispensing of clinical trial drugs in keeping with trial protocols, procedures and legislation

Contribute to the development and data collection / compilation of a variety of Audits and clinical service measurements

Share any knowledge gained via specific training sessions, workshops, presentations etc. with colleagues in order to develop and underpin good practice

FREEDOM TO ACT

Work within professional guidelines, referring when appropriate based on professional judgement, and be accountable for own actions

Work autonomously, prioritising and managing own workload and time efficiently and effectively

Adhere to professional code of conduct, Trust Policies and Procedures while working within clinical and professional standards identified by the GPhC

Work and encourage others to work within these standards and guidelines, but be able to work, and justify working, outside these when there is an urgent clinical or service need in keeping with professional registration requirements

Have work managed and assessed rather than supervised

PHYSICAL EFFORT

There may be an occasional requirement to sit at a desk for long periods (>2 hours)

Be required to attend meetings and visit staff throughout the organisation, this may involve moving between sites

Occasional light physical effort for several period in a shift e.g. carrying computer equipment, required to drive between sites

Be required to stand at a dispensing bench for periods of greater than 2 hours per shift

MENTAL EFFORT

Be expected to deal with frequent interruptions due to the unpredictability of the work

Frequently be required to concentrate for periods of time when the workload is unpredictable when dispensing prescriptions, calculating doses and quantities for supply

EMOTIONAL EFFORT

Encounter occasional exposure to distressing or emotional circumstances when providing clinical services or dispensing medicines to distressed or severely ill patients/carers,

Deal with complaints, performance issues, staff sickness, disciplinary/grievance cases, organisational change

Provide individual staff member support

WORKING CONDITIONS

Be a 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:

Post Holder's Name:

Post Holder's Signature:**Date:**

Line Manager's Name:

Line Manager's Signature:**Date:**

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL/ DESIRABLE	EVIDENCE SOURCE/ COMMENTS
EDUCATION AND TRAINING		
MPharm or equivalent first degree in Pharmacy	E	Certificate
Registration as a Pharmacist with GPhC	E	Certificate
Postgraduate clinical qualification to diploma level or above	E	Certificate
Qualified Pharmacist prescriber	D	Certificate
Experienced prescriber	D	Application Interview
EXPERIENCE/SKILLS		
Evidence of commitment to CPD as a minimum to meet mandatory requirements of the General Pharmaceutical Council	E	Application Interview
Up-to-date knowledge/experience of relevant legislation	E	Application Interview
Experience within NHS pharmacy practice	E	Application
Awareness and understanding of professional accountability, GPhC standards and other local and national initiatives.	E	Application Interview
Demonstrate effective written and verbal communication skills	E	Application Interview
Evidence of a high level of professional, organisational	E	Application Interview
Ability to adapt within a changing environment	E	Application Interview
Ability to work under pressure	E	Application Interview
Excellent interpersonal skills	E	Application Interview
Ability to use relevant IT equipment.	E	Application Interview

Ability to work effectively with other professionals using a multi-agency approach	E	Application Interview
Human resources management	D	Application Interview
Good conflict resolution skills	E	Application Interview
Ability to work autonomously and within a team	E	Application Interview
Excellent communication skills	E	Application Interview
Good negotiation and motivational skills	E	Application Interview
Excellent planning, prioritisation and time management skills	E	Application Interview
Good analytical and judgemental skills	E	Application Interview
PERSONAL ATTRIBUTES		
Enthusiastic and cheerful	E	Interview
High degree of personal integrity	E	Application Interview
Professional in appearance	E	Interview
Innovative thinker	E	Application Interview
Ability to deliver high quality work to deadline	E	Application Interview References
Ability to meet the mobility and geographical requirements of the post	E	Application Interview

Appendix One - Pharmacy Organisational Chart

