

## JOB DESCRIPTION

<b><u>JOB TITLE:</u></b>	<b>Specialist Clinical Pharmacist</b>
<b><u>BAND:</u></b>	<b>7 with Emergency duty commitment (EDC)</b>
<b><u>DEPARTMENT:</u></b>	<b>Pharmacy</b>
<b><u>LOCATION:</u></b>	<b>To be agreed with the post holder</b>
<b><u>ACCOUNTABLE TO:</u></b>	<b>Deputy Chief Pharmacist</b>
<b><u>REPORTS TO:</u></b>	<b>Lead Clinical Pharmacist</b>

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

To deliver a comprehensive clinical pharmacy service to designated wards in the North of Tyne locality of the trust, Provision of specialist information and advice to all members of the multidisciplinary team, to maximise patient pharmaceutical care.

### **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, Sunderland and North Easington

**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**

- Accountable to Chief Pharmacist.
- Responsible to the Lead Clinical Pharmacist
- Supervised by the Senior Clinical Pharmacist
- Liaises with the Chief Pharmacy Technician regarding the clinical and technical support functions to the wards covered.
- Liaises with the Consultant Psychiatrists, nursing staff and community teams staff regarding patient pharmaceutical care issues.
- Liaises with Primary care health professionals regarding patient pharmaceutical care issues.
- Communicates directly with the patients and their carers regarding individual medication issues.
- Liaises with the Pharmacy Administrator regarding the pharmacy system financial reports.

**KNOWLEDGE, SKILLS, TRAINING AND EXPERIENCE**

- Expert professional skills and knowledge. Ability to apply this specialist pharmaceutical knowledge for improving standards of care to patients.
- Good communication and interpersonal skills to gain co-operation of small groups of patients, colleagues, senior clinicians and managers.
- Strong written and verbal communications skills. Able to motivate, mediate and persuade senior clinicians and patients in the context of strongly-held opinions, beliefs, and divergent and conflicting practice.
- Good analytical, judgemental and interpersonal skills to enable decisions to be made in complex situations in which there are several factors that require interpretation and comparison.
- Ability to work as an acknowledged member of a multi-disciplinary team.
- Ability to apply critical appraisal skills.
- Ability to deliver service objectives within defined time restrictions, without supervision.
- Ability to deal with potentially difficult and aggressive patients in a mental health ward setting
- A qualified pharmacist with at least 18 months postgraduate clinical pharmacy experience.

**PHYSICAL SKILLS**

- Standard keyboard skills
- Driving

**PATIENT CARE AND FAMILY INVOLVMENT**

- To maximise patient care in defines wards/units in the North of Tyne area of the trust, by planning, managing, monitoring, advising and reviewing specialist pharmaceutical care programmes for patients
- Formulate treatment plans for inpatients, considering their presenting symptoms, medical and psychiatric history (including previous responses to medication), and the evidence bade for pharmacological approaches in that condition. These treatment plans will be presented at multidisciplinary meetings for discussion and review.
- Discussion of future treatment options with clients/carers, this will involve the provision of patient specific information, and discussion of the risks and benefits of various options, to aid concordance.
- Undertake a medication review/history of newly admitted patients to identify problems of medication issues that may influence the patients' treatment plan, and simplifying complex regimen for patients in designated wards.
- Regular attendance at Consultant led multidisciplinary team meetings and drug review sessions.
- Provide specialist advice and information on the safe, cost-effective and evidence based use of medicines in mental health and other therapeutic areas.
- Providing ongoing monitoring of forms 38 and 39 for mental Health Act patients.
- Implementation of pharmaceutical care aspects of NSFs, NICE Guidelines and Guidance, and other national initiatives relevant to needs of patients and medicines management frameworks.
- Maximise patient concordance and compliance with prescribed treatments by planning and delivering medication education to patients and carers on an individual or group basis, prior to discharge.
- To assess the pharmaceutical needs of individual patients by undertaking domiciliary visiting as appropriate. This will include assessment of home treatments including concordance and the need for compliance aids.
- Recommending and interpreting psychiatric rating scales, laboratory tests and other diagnostic tools to assess safety and effectiveness of drug therapy for individual patients and recommending changes to practice and policy in light of changes in the evidence base.
- Amend prescriptions or prescribing approved medicines, with or without reference to the doctor, in line with the agreed Trust protocols.
- Promoting and implementing local prescribing guidelines, and monitoring adherence to these guidelines.

- Transcribe discharge medication details from the prescription chart onto a discharge prescription form to facilitate supplies and complete discharge medication summaries for onward communication GPs, nominated community pharmacists and community psychiatric staff.
- To ensure timely and accurate supply of new or changes treatments for individual patients by liaising with the clinical technical staff.
- To clinically check inpatient prescription charts, leave and discharge prescription to ensure appropriateness, safety, legality of prescribes drugs and that they comply with national and local guidelines. This process, which also facilitates the efficiency of the supply process, will require a regular time slot in the Dispensary.

### **POLICY AND SERVICE DEVELOPMENT**

- Advise the Senior Clinical Pharmacist on potential service developments within own clinical area of work, and any associated procedural changes arising from suggested initiatives.
- Advise the Lead Clinical Pharmacist on the potential impact of any service developments on the multi-disciplinary team and users of the service.
- To write standard operating procedures for the clinical pharmacy service, for validation by the Senior Clinical Pharmacist.
- Validate standard operating procedures for the clinical pharmacy service.
- Ensure that prescribing, dispensing and medicines information complies with relevant legislation, national and local policy.
- Responsible for collecting clinical interventions delivered at ward and dispensary level and communicating these to the Senior Clinical Pharmacist.
- Provide training for nursing staff for accreditation to use PGDs.
- 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**

- Act as an authorised signatory for the department for ordering medicines and other related items (maximum order value of £20,000)
- Possess a departmental key and alarm code.
- Liaising with the Pharmacy Administrator to obtain regular medicines expenditure and budgetary details for subsequent interpretation and production of reports for Consultant
- Psychiatrists within the wards covered.

**HUMAN RESOURCES**

- Planning, providing and reviewing clinical pharmacy services to designated wards.
- Responsible for the professional supervision of technicians and other staff within the pharmacy department.
- Responsible for training and clinical supervision of junior pharmacists in their clinical rotations.
- Planning and delivering training and education sessions for pharmacy staff, doctors and nurses in the safe and secure handling of medicines, prescribing, administration and treatment with medicines i.e. teaching, induction, peer review, case studies, and presentations.
- Establish and maintain good relationships with all staff in the Pharmacy to maintain and enhance the high standards of service given by the department.
- Maintain good working relationships with all health care professionals who receive pharmaceutical services and help promote the profile of the department.

**INFORMATION RESOURCES**

- Utilising a range of IT systems including the pharmacy computer, the clozapine patient monitoring system and medication information database to access, enter information and produce reports on a regular basis.
- Provision of reactive and pro-active medicines information to doctors, nurses and other health care professional staffs.

**RESEARCH AND DEVELOPMENT**

- Responsible for undertaking surveys/audits of the Clinical pharmacy Service and internal medicine management audits.
- Production of reports of audits undertaken.

**FREEDOM TO ACT**

- The post holder will be accountable for their professional actions, with expected results determined by a Lead Clinical Pharmacist, 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:**

Ward based role, with some office based responsibilities, where there may be an occasional requirement to sit at a desk for long periods (> 2hours).

Required to attend meetings and work across 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, with frequent interruptions.

### **Emotional:**

Occasional exposure to distressing or emotional circumstances when providing clinical services to patients/carers, performance issues, staff sickness, and 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

## Specialist Clinical Pharmacist

ATTRIBUTES	ESSENTIAL/ DESIREABLE	EVIDENCE SOURCE/ COMMENTS
<b>EDUCATION AND TRAINING</b>		
MPharm or equivalent first degree in Pharmacy	E	Application, interview; Masters in Pharmacy (MPharm) 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
Evidence of commitment to CPD as a minimum to meet the mandatory requirements of the General Pharmaceutical Council	E	Application, interview; GPhC registration number
<b>EXPERIENCE AND SKILLS</b>		
Excellent verbal & written communication skills	E	Application, interview
Experience of hospital pharmacy	D	
Experience of working within a mental healthcare setting	D	
Experience in providing clinical pharmacy services	E	Examples of improvements to patient care
Advanced computer literacy skill	E	ECDL or equivalent accreditation is desirable.
<b>PERSON ATTRIBUTES</b>		
Excellent communication skills with demonstrable ability to present complex or sensitive information to clinicians and senior pharmacists	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

<b>ATTRIBUTES</b>	<b>ESSENTIAL/ DESIRABLE</b>	<b>EVIDENCE SOURCE/ COMMENTS</b>
Innovative thinker	E	Application form, interview
Ability to deliver high quality work to deadline	E	Application form, interview
Good planning, prioritisation and time management skills	E	Application form, interview
Good analytical and judgemental skills	E	Application form, interview

**Pharmacy Structure 2015**

