

JOB DESCRIPTION

1. JOB DETAILS

Job Title: TRUSTWIDE SENIOR CLINICAL PHARMACIST –EMERGENCY MEDICINE

Band: 8a

Department / Ward: Pharmacy /A&E

Division: Support services

Accountable to: Ultimately accountable to the Chief Pharmacist via the Pharmacy Site Lead

Reports to the Lead clinical Pharmacist -Medicine

Responsible to/for: the Division of Medicine for the development, promotion and evaluation of a responsive, proactive, patient focused pharmacy service to the emergency department

Supervises rotational Pharmacists and Band 7 Pharmacists working within speciality

3. JOB SUMMARY:

The post holder will be a key member of both the Pharmacy and Emergency department teams and will support the Head of Pharmacy to provide specialist clinical support and professional input to the clinical operation of the Pharmaceutical Services within Pennine Acute Trust.

They will liaise with and support the lead pharmacist for medicine to ensure that a high quality patient orientated clinical pharmacy service is developed and provided to the emergency department(s) (ED) within the acute trust in line with local and national objectives. They will be responsible for the planning of their own workload, audit and project work in order to develop the service to their designated specialties.

On a day to day basis they will be responsible for medicines reconciliation and medicines optimisation within the ED and support the multidisciplinary team in medicines related clinical duties. Once the relevant training has been completed, the post holder will deliver effective mid level, medicines focused clinical care, practicing as a non medical prescriber and assisting in minors focused clinical duties in acute and urgent care.

They will assist the Urgent Care directorate to control drug expenditure and promote best medicines practice within the ED. They will ensure delivery of the clinical governance agenda in relation to drug use in the ED and provide expert pharmaceutical advice for the ED team.

They will provide support where necessary to clinical pharmacy, dispensary, medicines information and medicines management programs.

They will undertake the clinical supervision and training of rotational pharmacists, pre-registration trainee pharmacists, technicians and student technicians and provide medicines related education and training to ED staff.

They will be professionally accountable for any pharmacy function for which they assume responsibility.

4. ROLES AND RESPONSIBILITIES

4.1 Specialist Clinical Services

- 4.1.1 Liaises with prescribers, nurses and pharmacists to ensure an efficient and high quality pharmacy service is provided to patients within designated areas within the acute trust.
- 4.1.2 Co-ordinates with technical staff with regard to the provision of an efficient medicine supply to designated areas.
- 4.1.3 Supervises the activity of supporting pharmacy staff and pre-registration graduates working within their areas of responsibility. Assumes responsibility for their clinical training and tuition, ensuring that they are aware of relevant issues in medicines management.
- 4.1.4 Provides clinical pharmacy services to the division of medicine and advice to ensure safe and cost effective prescribing and drug expenditure control.
- 4.1.5 Undertakes drug history taking and medicines reconciliation of patients admitted to hospital. Ensuring continuity of medication supply and facilitating the discharge process by recording relevant information.
- 4.1.6 Demonstrates advanced level of clinical reasoning and judgment to make decisions with limited information, demonstrates intuitive grasp of situations, applying a whole system patient focused approach
- 4.1.7 Prescribes appropriate medication within professional competency (including transcribing of regular medication and initiation of new medications)
- 4.1.8 Monitors prescriptions for clinical safety, accuracy and cost effective prescribing.
- 4.1.9 Assesses the patient's response to therapy, interprets blood results and depending on their clinical parameters either adjusts drug doses in accordance with local procedures or advises the clinicians accordingly.
- 4.1.10 Advises on therapeutic drug monitoring as appropriate to ensure patients receive optimum and effective treatment.
- 4.1.11 Monitors and reports Adverse Drug Reactions that patients experience as a result of their medication in line with national guidance.
- 4.1.12 Contributes to the multidisciplinary team by assisting in minors focused clinical duties as appropriate.
- 4.1.13 Attends the general medical meetings and the clinical area team meetings to provide advice on medication and to identify newly requested drugs and the cost implications of these.
- 4.1.14 Records clinical interventions and activities in line with local policy.

4.1.15 Participates in specialist community, inpatient and outpatient clinical pharmacy services in accordance with local provision and works with healthcare staff to ensure the efficient operation of these services. This may include duties in outpatient clinics as follows:

- Educating and advising patients on how to use their medication, advising on purchase and care of equipment. Education of patients on doses and possible side effects
- Liaison with medical staff to optimise drug therapy
- Amendment of medication if patient is troubled by side-effects
- Interpreting blood results and advising patients on dosing, taking account of interacting clinical details and local and national guidelines
- Communicating with hospital staff, carers and other health/social care staff to minimise risks from treatment
- Providing supplies of medicine to patients under protocol
- Assessing the patients ability to self-medicate and making interventions to improve compliance as appropriate

4.1.16 Uses inter personal skills to develop and maintain relationships with patients and colleagues including counseling patients to ensure they gain maximum benefit from their medicines and educating them regarding the use of equipment for the administration of medicines.

4.1.17 Writes out-patient prescriptions in accordance with local procedures and following appropriate training and assessment of competence.

4.1.18 Participates in the teaching of specific patient groups about their medication.

4.1.19 Provides senior Pharmacist support for Medicine providing where necessary, cover for all aspects of the Lead Clinical Pharmacist – acute medicine duties.

4.1.20 Ensures effective communication with patients on appropriate use of medicines including changes to medication. Works with hospital, practice and community staff to ensure agreed changes in medication are implemented, especially those on transfer of patients between primary and secondary care.

4.2. Medicines Management

- 4.2.1 Assists senior pharmacists to identify, report and present key prescribing issues, variations from the norm, budget pressures and exceptions to protocol compliance arising from increased drug expenditure within their areas of responsibility.
- 4.2.2 Develops initiatives to address identified prescribing issues and promote cost effective prescribing and drug expenditure control within their areas of responsibility.
- 4.2.3 Promotes adherence to the hospital formulary, treatment guidelines and protocols.
- 4.2.4 Assists in drug utilisation and expenditure reviews and clinical audit activities.
- 4.2.5 Initiates investigations into problems arising from the use of pharmaceutical products*
- 4.2.6 Supports the development, implementation, and monitoring of guidelines, procedures, protocols and standards, to ensure safe and cost-effective use of medicines in line with local priorities, national directives, legislation and professional ethics.

*(*Pharmaceutical products include all types and forms of medicines, ingredients, dressings and other similar items)*

4.3. Ward Services

- 4.3.1 Liaises with other pharmacy staff providing a supply service to wards in order to maintain safe and economic stock levels. Ensures satisfactory storage of pharmaceutical products on wards and departments and that these products are suitable for use.
- 4.3.2 Undertakes or takes responsibility for ensuring that the Controlled Drug stocks on their designated wards are checked by Pharmacy staff every 3 months.
- 4.3.3 Provides safe and secure transport of medicines to and from the wards as necessary.

4.4.4 Dispensary

- 4.4.1 Participates in dispensing services including the clinical and final accuracy checking of prescriptions / orders for inpatients, outpatients, patients being discharged and patients on leave in accordance with local standards, policies and safe systems of work.
- 4.4.2 Supervises work carried out by other pharmaceutical staff as required ensuring compliance with agreed standards.

- 4.4.3 Counsels to ensure that they gain maximum benefit from their medicines.
- 4.4.4 Assists medical staff in the undertaking of clinical trials as have been approved by the Ethical Committee by arranging the necessary supplies and aspects of trial protocol affecting pharmacy services in accordance with ICHGCP guidelines & European Directive under the direction of senior members of staff of the Pharmacy department.

4.5. Medicines Information

- 4.5.1 Provides advice on all aspects of pharmaceutical products as requested by medical and nursing staff and other health professionals, ensuring that requirements from the medical and community specialties are met.
- 4.5.2 Educates and informs patients about their medicines. Provides information in appropriate formats, taking into account potential barriers to understanding e.g. language, literacy, culture, sensory impairment and learning difficulties.
- 4.5.3 Provides information and advice to patients as requested on all aspects of their medication.
- 4.5.4 Undertakes critical appraisal and evaluation of literature relating to the use of pharmaceutical products.

4.6 Education and Training

- 4.6.1 Participates in in-service training and continuing education programmes within the pharmacy and ED departments and Trust.
- 4.6.2 Keeps abreast of current pharmaceutical practice and knowledge, attending meetings, courses or conferences as necessary, for Continuing Professional Development in accordance with the General Pharmaceutical Council requirements.
- 4.6.3 Assists in the training of pharmacists, pre-registration pharmacy students, undergraduate pharmacy students, student pharmacy technicians and pharmacy technicians and other healthcare professionals.
- 4.6.4 Participates in the training of hospital or community staff in pharmacy-related topics as necessary.
- 4.6.5 Co-ordinates the induction of new pharmacists and provides a timetable for their training, and also participates in their in-service training.

4.6.6 Acts as a pre-registration tutor and clinical tutor for pharmacists undertaking postgraduate clinical diplomas.

4.7. General Duties

- 4.7.1 Maintains a high standard of work and promotes the professional image of Pharmacy within and outside the department.
- 4.7.2 Ensures that safe working systems are in operation in accordance with Trust and departmental procedures.
- 4.7.3 Ensures that all legal requirements relating to the prescribing, dispensing and storage of pharmaceutical products in the Trust are met and are in accordance with criteria set out under COSHH regulations.
- 4.7.4 Takes responsibility for ensuring that the Controlled Drug stocks on their designated wards are checked by Pharmacy staff every 3 months.
- 4.7.5 Participates in weekend, bank holiday and late working rotas.
- 4.7.6 Participates in the provision of Emergency Duty Commitment in accordance with local procedures. This involves the provision of advice and information relating to the treatment of patients and the supply of urgently required pharmaceutical products outside of normal working hours. This may require arranging supply of pharmaceutical products from other hospitals or wholesalers. Takes appropriate action following receipt of Drug Alerts outside of normal working hours in accordance with local procedure.
- 4.7.7 Holds a set of keys for the pharmacy department with associated responsibility for the security of drugs and equipment.
- 4.7.8 Provides safe and secure transport of medicines to and from the wards as necessary.
- 4.7.9 Acts as an authorised signatory for drug purchases up to a value of £3,000 in accordance with the Trust Standing Financial Instructions.
- 4.7.10 Represents the pharmacy department at relevant meetings both on and off site

The above indicates the main duties of the post, which may be reviewed in the light of experience and developments within the service. Any review will be undertaken in conjunction with the post holder

5. RISK MANAGEMENT

It is a standard element of the role and responsibility of all staff of the Trust that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

6. RECORDS MANAGEMENT / DATA PROTECTION ACT

As an employee of the Trust, you have a legal responsibility for all records (including patient health, financial, personal and administrative) that you gather or use as part of your work within the Trust. The records may be paper, electronic, microfiche, audio or videotapes, x-ray images. You must consult your manager if you have any doubt as to the correct management of the records with which you work. Misuse of or failure to properly safeguard confidential data will be regarded as a disciplinary offence.

7. HEALTH AND SAFETY REQUIREMENTS

All employees of the Trust have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Trust to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Trust undertakings.

8. CONFIDENTIALITY AND INFORMATION SECURITY

As a Trust employee you are required to uphold the confidentiality of all records held by the Trust, whether patient records or trust information. This duty lasts indefinitely and will continue after you leave the trust employment.

All information which identifies individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 1998 Data Protection Act and should be managed in accordance with this legislation.

9. EQUAL OPPORTUNITIES

The Trust provides a range of services and employment opportunities for a diverse population. As a Trust employee you are expected to treat all patients/customers and work colleagues with dignity and respect, irrespective of their background.

10. TRUST POLICIES/TRUST VALUES

The Trust operates a range of policies, e.g. Human Resources, Clinical Practice (available on the Trust intranet). All Trust employees must observe and adhere to the provisions outlined in these policies.

As a trust employee you are expected to work in accordance with the Trust's values.

11. RESEARCH

The Trust managers all research in accordance with the requirements of the Research Governance Framework. As an employee of the Trust, you must comply with all reporting requirements, systems and duties of action put in place by the Trust to deliver research governance.

12. SAFEGUARDING VULNERABLE PEOPLE (CHILDREN/ADULTS)

All employees have a responsibility to protect and safeguard vulnerable people (children and adults). They must be aware of child and adult protection procedures and who to contact within the Trust for further guidance. All employees are required to attend safeguarding awareness training and to undertake additional training appropriate to their role.

13. PROTECTION OF VULNERABLE ADULTS/CHILDREN (CRB)

CRB Disclosure checks are carried out for all new appointments who have access to children or vulnerable adults or other positions of trust which are exempt from the Rehabilitation of Offenders Act 1974. Disclosures are also requested for existing staff who voluntarily apply for a different job within the Trust, which is subject to CRB checks, and are successful.

14. INFECTION PREVENTION

Protection of patients from healthcare associated infection (such as MRSA and Clostridium Difficile) is everyone's business. All healthcare workers have a duty to provide clean, safe care by observing basic hygiene i.e. washing hands (soap & water; alcohol gel) before and after contact with the patient and the clinical environment. Clinical staff additionally must practice Aseptic No Touch Techniques for invasive procedures and aftercare.

15. COMPLAINTS

The Pennine Acute Hospitals NHS Trust offers an accessible and impartial complaints service, which is accountable, confidential and effective. The service will be responsive, simple and speedy, whilst remaining thorough. All staff should regard complaints as natural, positive suggestions on services that the Trust provides. Staff should be sensitive to the wishes, hopes and anxieties of patients, relatives, friends and the community generally. Where staff find it is not possible to provide the required information, explanation or reassurance, then the issue may be passed to the Patient Advice and Liaison (PALS) Officer.

16. CODE OF PROFESSIONAL CONDUCT

Those staff who are in professions where registration with one of the regulatory bodies is mandatory in order to practice, have a responsibility to abide by their professional code of conduct. Failure to do so may result in disciplinary action being taken which may result in the termination of your contract of employment.

17. SUSTAINABLE DEVELOPMENT

As an employee of Pennine Acute Hospitals NHS Trust, you are part of our pledge committed to the reduction of the Trust's carbon footprint. Every employee can play a vital part and contribute to our social responsibility to use resources in a more sustainable way. You have a duty to ensure you participate in the Trust's recycling programmes, energy saving plans, travel reduction strategies and new green initiatives that will be introduced to work towards a sustainable future.

18. GENERAL COMPETENCY ON DATA QUALITY

All staff are personally responsible for the quality of data entered by themselves, or on their behalf, on the Trust's computerised systems or manual records (paper records) and must ensure that such data is entered accurately to NHS data standards, in a timely manner to ensure high standards of data quality in accordance with the Trust's Information Quality and Clinical Record Keeping policies.

Date Prepared: 23rd November 2015

Prepared By: Diane Elford

Agreed By:

Employee's Name and Signature:

Date:

Manager's Name and Signature:

Date:

Date Reviewed:

Reviewed By:

THE PENNINE ACUTE HOSPITALS NHS TRUST

PERSON SPECIFICATION

The person specification should set out the qualifications, experience, skills, knowledge, personal attributes, interests, and other requirements, which the post holder requires to perform the job to a satisfactory level.

Job Title: Lead clinical pharmacist – Emergency Medicine 8a TRUSTWIDE

	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	<u>METHOD OF ASSESSMENT</u>
QUALIFICATIONS	<ul style="list-style-type: none">▪ Vocational Masters degree in Pharmacy (4 years) or recognised equivalent▪ Registered with the GPhC▪ Postgraduate clinical pharmacy qualification	<ul style="list-style-type: none">▪ Non medical prescribing	Application form Certificates GPhC website
EXPERIENCE	<ul style="list-style-type: none">▪ 3 years clinical experience within a hospital pharmacy▪ 	<ul style="list-style-type: none">▪ Experience within acute medicine▪ Audit design and service improvement▪ Policy writing/strategy development▪ Conducting drug utilisation and expenditure reviews	Application form Interview
SKILLS/KNOWLEDGE	<ul style="list-style-type: none">▪ Excellent communication (verbal and written)▪ Decisive▪ Ability to work under pressure▪ Organisational skills▪ Clinical problem solving skills▪ Ability to work on own initiative and as part of a team▪ Therapeutics of common disease states and developments in medicine▪ Laws relating to Non-Medical prescribing, patient group directions and Pharmacy Practice	<ul style="list-style-type: none">▪ Keyboard & computer application skills▪ Advanced clinical knowledge and skills	Application form, Interview

PERSONAL QUALITIES	<ul style="list-style-type: none"> ▪ Commitment to continuing professional development ▪ Good health and sickness record ▪ Neat, tidy and well groomed ▪ Good timekeeper ▪ Flexible working to undertake out of hours working including Emergency duty commitment 		Application form References Interview
OTHER (Please Specify)	<ul style="list-style-type: none"> ▪ Understanding of issues affecting Urgent Care, the NHS and Hospital Pharmacy 		Application form, Interview

Diane Elford

Date Prepared: November 2015

Prepared By:

Agreed by: Employee

Agreed By: Manager

Date Agreed:

Date Agreed:

Date Reviewed:

Reviewed by: