

Job Description

Job Information	
Job Title:	Advanced Clinical Pharmacist – Surgery
Directorate/Service:	Pharmacy
AfC Band:	Band 8a
Responsible to:	Clinical Pharmacy Services Manager
Accountable to:	Head of Pharmacy
Base Location:	Whiston Hospital
Job Code:	409-S6144244

Job Summary
<ul style="list-style-type: none"> To assist the Head of Pharmacy and all other pharmacy staff in providing and developing an efficient and comprehensive pharmaceutical service for the patients of Mersey and West Lancashire Teaching Hospitals NHS Trust To assist the Principal Pharmacist for Surgery and the Clinical Pharmacy Services Manager to develop and deliver comprehensive and progressive pharmaceutical services to the surgical directorates in line with national and local medicines optimisation strategies. To lead and deliver high quality clinical pharmacy services to a designated speciality at St Helens and Whiston Hospitals, including the development of an advanced pharmacist role. To develop competencies in your designated speciality and deliver ward based clinical teaching to band 6/7 pharmacists & pre –registration pharmacists within the Trust. To practice as a Trust approved Independent Non – Medical Prescriber To participate in clinical audit and practice research relevant to surgical specialities To participate in the department rota to ensure a pharmacy service is provided efficiently over 7 days Assist the Clinical Pharmacy Services Manager in providing clinical training and supervision to other departmental staff

Key Responsibilities
KEY DUTIES <ul style="list-style-type: none"> To assist the Clinical Pharmacy Services Manager to plan, manage, develop and deliver the pharmaceutical service to surgical patients within the Trust in line with National strategy, in accordance with the changing needs of the NHS, the requirements of the Trust and taking into account feedback from users of the service. Act as a pharmaceutical resource for the Trust's patients, medical staff, pharmacy staff, nurses, midwives, non-medical prescribers etc To work closely with pharmacy and other colleagues within local and national networks To work closely with clinical pharmacy colleagues to support the safe use of medicines To practice as a Trust approved Independent Non – Medical Prescriber As a Trust approved Independent Non-medical prescriber, prescribe medication where appropriate in accordance with personal formulary To assist the department in producing and reviewing guidelines and policies To analyse medicines expenditure across acute surgical directorates as directed by Clinical Pharmacy Services Manager and to identify prescribing trends and potential prescribing cost saving initiatives To produce reports of and present such findings at Directorate or Surgical Care Group level as required To be involved in audit of current practice to identify compliance with e.g. antimicrobial prescribing or adherence to Trust guidelines, producing reports of results for presentation at a suitable forum

- To critically evaluate and interpret all information obtained from all sources and to apply professional judgement, to provide clinically sound, unbiased, up-to-date, evaluated information.
- To apply sound professional judgement to complex legal and ethical issues and dilemmas.
- Be aware of changes to national policies, guidelines, NICE guidance and other medicines/health directives and recommend amendments to the formulary and medicines management policies as appropriate.
- Scan national medical and pharmaceutical news by using recognised medical and pharmaceutical databases and websites to identify current and future developments in the pharmaceutical care of medical and surgical patients

CLINICAL & PROFESSIONAL RESPONSIBILITIES

- To provide an advanced clinical pharmacy service to specified wards in accordance with professional, departmental and Trust policies. This will include:
 - Taking drug histories on admission
 - Checking medical notes of each new patient to ascertain presenting complaint, past medical history, working diagnosis and relevant biochemical, haematological and microbiological test results to ensure safe and effective medicines use.
 - Ensuring each medicine has an appropriate indication and that each diagnosis has appropriate therapy.
 - Ensuring that existing therapy is safe to take with, and has not contributed to, the presenting complaint.
 - Ensuring that new treatments are compatible with the patients' conditions.
 - Making recommendations on changes to drug therapy in line with the above.
 - Reviewing recommendations in the light of new results and treatment plans.
 - Advising on which medications to continue and which to stop during the acute admission process, if appropriate
 - Monitoring for adverse drug reactions and submit 'yellow cards' to the CSM where appropriate.
 - Advising on therapeutic drug level monitoring for specific drugs where appropriate.
 - Ensuring compliance with formularies, policies and procedures.
 - Educating patients about their drug therapy.
 - Developing evidence-based treatment protocols for use within specialities or across the Trust where appropriate.
 - Providing advice on the availability of alternative formulations suitable for use in patients who are nil by mouth
 - Providing information on the use of drugs outside their licensed indications
 - Monitoring use and ensure adequate stock levels of crucial drugs on a daily basis
 - To participate in consultant ward rounds and multidisciplinary meetings where appropriate
 - Provide specialist pharmaceutical information to medical and nursing staff and patients in your speciality and to General Practitioners and other staff where appropriate
 - Liaise with General Practitioners and other primary care professional to obtain accurate drug histories
 - Record clinical interventions in line with departmental policy
 - Report any drug errors you detect to the Head of Pharmacy or their deputy. Ensure that the appropriate error form and prescriber feedback are completed
 - Participate in the departmental therapeutic drug monitoring service, interpreting drug levels and providing advice to medical staff on appropriate dosage, including on call
 - Liaise with appropriate healthcare professionals within local Primary Care Trusts to ensure the effective and efficient use of resources across the primary/secondary care interface and where necessary develop shared care protocols
 - Provide professional and legal supervision for a minimum of 5 hours per week to the dispensaries.

- Duties will include:

- ☐ Professional checking of inpatient requisitions, outpatient prescriptions and TTO's
- ☐ Ensuring all prescriptions comply with the Medicines Act
- ☐ Ensuring all prescriptions comply Misuse of Drugs Act where appropriate
- ☐ Final checking of prescriptions for accuracy prior to release
- ☐ Labelling and dispensing of medication as required
- ☐ Providing advice to patients on how to take their medicines and potential side effects
- ☐ Advice to Doctors, nurses and other professionals as required
- ☐ Order, receive and dispense controlled drugs in accordance with the Misuse of Drugs Act
- ☐ To develop competencies in designated speciality and deliver ward based clinical teaching to band 6/7 pharmacists & pre –registration pharmacists within the Trust
- Supervision of Trainee and junior pharmacists
- Comply with the legal and other requirements related to the purchase, supply, use safe custody and destruction of drugs within pharmacy and other areas of the hospital
- To assist medical staff in undertaking of such clinical trials as have been approved by the Ethical Committee and to arrange under the direction of senior members of staff of the Pharmacy department the necessary supplies and aspects of clinical trials protocol affecting the pharmaceutical service
- Assist in the development, implementation and monitoring of The Clinical Pharmacy Standards across the pharmacy department
- To act as a clinical tutor for pharmacists undertaking the Diploma in Clinical Pharmacy
- To assist the Clinical Pharmacy Services Manager in the recruitment of staff including participation on interview panels
- To assist the department in the review of patient group directions
- Return unwanted or patients own Controlled drugs from the wards in accordance with the departmental policy and the Misuse of Drugs Act
- Assist in the delivery of pharmacist teaching of junior doctors
- Participate in the training of medical and nursing staff and other paramedical disciplines either within or external to the Trust
- Participate in individual performance review and the use of personal development plans including performing appraisals where appropriate
- To participate in clinical audit and practice research as instructed by senior pharmacists within the department including presentation of results where appropriate
- To assist in the organisation and participate in the weekly clinical meetings and continuing professional development feedback sessions for the pharmacists
- To attend appropriate training courses for pharmacists and to encourage other staff to undertake further training
- To participate in Continuing Professional Development and Professional Revalidation as per department policy and national guidelines from the General Pharmaceutical Council (GPhC)
- To assist other pharmacists in ensuring that work carried out in the departments at St Helens and Knowsley Hospitals is performed in accordance with the recommendation contained in the Guide to Good Pharmaceutical Manufacturing Practice and its supplements; and the safe systems of work documentation.
- To comply with Health and Safety at Work legislation, COSHH Regulations, Data Protection Act and other appropriate legislation
- To participate in a rota which enables the department to provide a full 7 day service
- To participate in the on call, Saturday, Sunday, Bank Holiday and emergency duty rotas
- To maintain the security of the in-patient and out-patient dispensaries especially whilst working alone (for example on call or whilst locking the department)
- To participate in the department late night and locking up rota and ensure the safe custody of all pharmacy keys in your possession both on and off site
- To undertake any other related duties which may be required

MEDICINES OPTIMISATION

- Work closely with the Head of Pharmacy and Pharmacy Leadership Team to develop

and implement the Trust's Medicines Optimisation Strategy

- Assist in the production of evidence based prescribing guidance. in your speciality
- To work closely with key Trust and PMAPC colleagues to organise effective horizon scanning to identify and manage future developments in medicines which will have impact within the Trust and local health economy
- To work closely with the Principal Pharmacist – ePMA, to ensure the Trust's ePMA system supports the PMAPC Joint Formulary and provides links to guidelines & key reference sources to support medicines optimisation

ADMINISTRATIVE RESPONSIBILITIES

- As listed in key responsibilities

TEACHING & TRAINING RESPONSIBILITIES

- As listed in key responsibilities
- Support the training and education of other pharmacy, medical and nursing staff including junior pharmacists, pre-registration graduates, undergraduates, pharmacy technicians, pharmacy assistants

LINE MANAGEMENT/SUPERVISORY RESPONSIBILITIES

- Supervise staff from time to time allocated to him/her

RESEARCH & AUDIT

- As listed in key responsibilities

GENERAL DUTIES

- To observe the provisions of and adhere to all Trust policies and procedures.
- To actively participate in the annual performance review to identify personal development needs
- To attend Trust Statutory and Mandatory training sessions as required and any other training courses relevant to the post.
- To fully comply with the relevant sections of the Health and Safety at Work Act. They must also understand and implement Mersey and West Lancashire Hospitals NHS Hospitals Trust "Statement of Policy on Health and Safety at Work" and the Trust corporate "Health and Safety Policies and Procedures". You are required to follow all applicable rules and procedures relating to Health and Safety at Work and to take all responsible precautions to avoid actions.
- To be aware of the confidential aspects of the post. To keep up to date with the requirements of information governance; undertake mandatory training and follow Trust policies and procedures to ensure that trust information is dealt with legally, securely, efficiently and effectively. Breaches of confidentiality will result in disciplinary action that may involve dismissal. You must maintain the confidentiality of information about service user staff and organisational business in accordance with the General Data Protection Regulation 2018 (GDPR) and Caldicott principles.
- The post holder should also be aware that, regardless of any action taken by the employing authority, breaches of confidentiality could result in civil action for damages.
- All staff will be treated with respect by management, colleagues, patients and visitors and equally staff will treat management, colleagues, patients and visitors with the same level of respect. Staff will be supported to challenge any discriminatory behaviour that may be based on differences in race, disability, language, culture, religion, sexuality, age, and gender or employment status.
- The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. All staff therefore who come into contact with children, young people and vulnerable adults have a responsibility to ensure they are trained and competent to be alert to potential indicators of abuse or neglect, and know how to act on their concerns in line with the policies and procedures of Mersey and West Lancashire Teaching Hospital NHS Trust.

- To ensure that when creating, managing and sharing information records it is done in an appropriate way, subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines. All employees are responsible for implementing and maintaining data quality, ensuring that records are legible and attributable and that the record keeping is contemporaneous
- In accordance with the Health and Social Care Act 2008, the post holder will actively participate in the prevention and control of infection within the capacity of their role. The Act requires the post holder to attend infection prevention and control training on induction and at regular updates and to take responsibility for the practical application of the training in the course of their work. Infection prevention and control must be included in any personal development plan and/or appraisal.
- To adhere to relevant Code of Practice of Professional body (if appropriate)
- The post holder must be flexible in the duties performed and it is expected that similar duties, not specifically listed above, will be carried out as required and may be cross site.
- The duties contained in this job description are not intended to be exhaustive. The duties and responsibilities of this post are likely to evolve in line with the Trust's continued organisational development.
- To adhere to the NHS Constitution and its principles and values. You must be aware of your Duty of Candour which means that you must be open and honest during your employment and if you see something wrong, you must raise it. You must read the NHS Constitution in full and can download this from the Trusts intranet site or the www.gov.uk website. Hard copies are available from the HR Department on request.
- The Trust is a non-smoking site. Failure to follow this rule could lead to disciplinary action.
- The post holder will comply with Regulation 5 fit and proper person's requirement for directors. This regulation will apply to directors – by which, we mean executive and non-executive, permanent, interim and associate positions, irrespective of their voting rights.

Job description and person specification created by xxxxx, job title of manager, date xxxx

ORGANISATIONALCHART/LIST

This should be provided as an appendix and for recruitment to posts other than Consultants should not contain the names of people or their respective WTE's, but should show roles i.e. should not say the others in the team are Joe Bloggs, John Smith etc but should say the others in the team are two Administrators and one Supervisor. In order to gain Royal College approval, Consultant posts must contain the names of colleagues and Managers the post holder would work with and their respective roles within the organisation.

HOW TO DESCRIBE RESPONSIBILITIES IN A JOB DESCRIPTION

For each responsibility the job description needs to define three key areas as shown below:

- **WHAT:** What is the task/duty that you are describing
- **CONTEXT:** Within what context does this operate (Legislation, guidelines, budgets, policies, procedures)
- **RESULT:** what is the result expected from doing the above

Example

WHAT: managing monthly staffing costs

CONTEXT: within annual operating costs and trust guidelines

RESULT: effective cost control

The above would result in the following responsibility described in the job description:

Managing monthly staffing costs within annual operating costs and trust guidelines to ensure effective cost control.

WHAT YOU SHOULD & SHOULD NOT INCLUDE IN A JOB DESCRIPTION

YOU SHOULD:

- detail the essential result or outcome of the work assigned to a role.
- clearly outline responsibilities and accountability.
- clearly demonstrate the context of the role in relation to other members of the team and other departments.
- Include an organisational chart where available showing two levels above and below the post if applicable.
- follow the three step process outlined above to describe responsibilities.
- use plain English and active verbs (doing words) explaining what the role entails.
- ensure that it contains gender neutral language so not to predetermine the gender of the post holder.

YOU SHOULD NOT:

- Indicate the 'type' of person required.
- include the method of how the work is carried out.
- detail the process or procedure that is followed.
- include the names and WTE's of staff members.
- use technical terminology unless necessary to describe a process, equipment or technique.

TIPS & EXAMPLES

DO NOT DESCRIBE THE PERSON

Do not state:

'We require an effective team player who can work with other members to ensure that clinical records are kept up to date'.

Instead you need to describe the task using the three essential elements:

WHAT: keep clinical records up to date

CONTEXT: in line with Trust policy & guidelines

RESULT: effective & accurate data management

This will result in the following responsibility:

Maintaining clinical records in line with trust policies & procedures to ensure effective and accurate data records are held.

DO NOT DESCRIBE THE METHOD

Do not state:

'Lifting and carrying case notes from clinic to Health Records'.

Instead you need to describe the task using the three essential elements:

WHAT: moving case notes to appropriate department

CONTEXT: in line with Trust procedures

RESULT: ensure data can be managed by Health Records

This will result in the following responsibility:

Ensuring case notes are moved to the appropriate department in line with Trust Procedure in order to ensure accurate data management.

If you do need any further assistance in writing your job description then please do not hesitate to contact the Recruitment Team who will be pleased to assist you however they can.