

## Job Description

Job Information	
<b>Job Title:</b>	Clinical Pharmacist
<b>Directorate/Service:</b>	Pharmacy
<b>AfC Band:</b>	Band 7
<b>Responsible to:</b>	Clinical Pharmacy Services Manager
<b>Accountable to:</b>	Chief Pharmacist
<b>Accountable for:</b>	N/A
<b>Base Location:</b>	Whiston
<b>Job Code:</b>	

Job Summary
<ul style="list-style-type: none"> <li>To assist the Chief Pharmacist 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 (MWL), based at Whiston, St Helens and Newton Hospitals.</li> <li>To participate in the department rota to ensure a pharmacy service is provided efficiently over 7 days.</li> <li>To provide a specialist clinical pharmacy service to specified wards.</li> <li>To participate in clinical audit and practice research</li> <li>Assist the Clinical Pharmacy Services Manager in providing clinical training and supervision to other departmental staff</li> </ul>

Dimension & Context of the role
As described in key duties

Key Responsibilities
<p><b>Clinical Pharmacy Duties</b></p> <ol style="list-style-type: none"> <li>To assist the Clinical Pharmacy Services Manager to plan, manage, develop and deliver the pharmaceutical service to medical/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 considering feedback from users of the service.</li> <li>Act as a pharmaceutical resource for the Trust's patients, medical staff, pharmacy staff, nurses, midwives, non-medical prescribers etc.</li> <li>To work closely with pharmacy and other colleagues within local and national networks</li> <li>To work closely with clinical pharmacy colleagues to support the safe use of medicines</li> <li>To study for a Non-Medical Prescribing (NMP) qualification and attain registered NMP status</li> <li>As a Trust approved Independent Non-medical prescriber, prescribe medication where appropriate in accordance with personal formulary</li> <li>To assist the department in producing and reviewing guidelines and policies</li> </ol>

8. To analyse medicines expenditure across surgical directorates as directed by Clinical Pharmacy Services Manager and to identify prescribing trends and potential prescribing cost saving initiatives
9. To produce reports of and present such findings at Directorate or Medical Care Group level as required
10. 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
11. 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.
12. To apply sound professional judgement to complex legal and ethical issues and dilemmas.
13. 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.
12. 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 surgical patients

## **CLINICAL & PROFESSIONAL RESPONSIBILITIES**

1. 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 peri-operative period, 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
- 2. To participate in consultant ward rounds and multidisciplinary meetings where appropriate
- 3. Provide specialist pharmaceutical information to medical and nursing staff and patients in your speciality and to General Practitioners and other staff where appropriate
- 4. Liaise with General Practitioners and other primary care professional to obtain accurate drug histories
- 5. Record clinical interventions in line with departmental policy
- 6. Report any drug errors you detect to the Chief Pharmacist or their deputy. Ensure that the appropriate error form and prescriber feedback are completed
- 7. Participate in the departmental therapeutic drug monitoring service, interpreting drug levels and providing advice to medical staff on appropriate dosage, including on call
- 8. Liaise with appropriate healthcare professionals within Primary Care to ensure the effective and efficient use of resources across the primary/secondary care interface and where necessary develop shared care protocols
- 9. Provide professional and legal supervision for a minimum of 5 hours per week to the dispensaries. Duties will include:
- 10. Professional checking of inpatient requisitions and TTO's
- 11. Ensuring all prescriptions comply with the Medicines Act
- 12. Ensuring all prescriptions comply Misuse of Drugs Act where appropriate
- 13. Final checking of prescriptions for accuracy prior to release
- 14. Labelling and dispensing of medication as required
- 15. Providing advice to patients on how to take their medicines and potential side effects
- 16. Advice to Doctors, nurses and other professionals as required
- 17. Order, receive and dispense controlled drugs in accordance with the Misuse of Drugs Act
- 18. To develop competencies in designated speciality and deliver ward based clinical teaching to band 6/7 pharmacists & Trainee pharmacists within the Trust
- 19. Supervision of trainee pharmacists and junior pharmacists
- 20. 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

21. 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
22. Assist in the development, implementation and monitoring of The Clinical Pharmacy Standards across the pharmacy department
23. To act as a clinical tutor for pharmacists undertaking the Diploma in Clinical Pharmacy
24. To assist the Clinical Pharmacy Services Manager in the recruitment of staff including participation on interview panels
25. To assist the department in the review of patient group directions
26. To undertake a three monthly ward controlled drugs checks in line with departmental policy
27. Return unwanted or patients own Controlled drugs from the wards in accordance with the departmental policy and the Misuse of Drugs Act
28. Assist in the delivery of pharmacist teaching of junior doctors
29. Participate in the training of medical and nursing staff and other paramedical disciplines either within or external to the Trust
30. Participate in individual performance review and the use of personal development plans including performing appraisals where appropriate
31. To participate in clinical audit and practice research as instructed by senior pharmacists within the department including presentation of results where appropriate
32. To assist in the organisation and participate in the weekly clinical meetings and continuing professional development feedback sessions for the pharmacists
33. To attend appropriate training courses for pharmacists and to encourage other staff to undertake further training
34. To participate in Continuing Professional Development and Professional Revalidation as per department policy and national guidelines from the General Pharmaceutical Council (GPhC)
35. To assist other pharmacists in ensuring that work carried out in the pharmacy departments at MWL 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.
36. To comply with Health and Safety at Work legislation, COSHH Regulations, Data Protection Act and other appropriate legislation

37. To participate in a rota which enables the department to provide a full 7 day service
38. To participate in the on call, Saturday, Sunday, Bank Holiday and emergency duty rotas
39. 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)
40. 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
41. To undertake any other related duties which may be required

### **Medicines Optimisation**

1. Work closely with the Chief Pharmacist and Pharmacy Leadership Team to develop and implement the Trust's Medicines Optimisation Strategy.
2. Assist in the production of evidence based prescribing guidance- in your speciality
3. To work closely with key Trust and primary care 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

### **ADMINISTRATIVE RESPONSIBILITIES**

As listed in key responsibilities. To include ensuring queries are entered on to the recognised Medicines Information Database.

### **TEACHING & TRAINING RESPONSIBILITIES**

Assist the Clinical Pharmacy Services Manager in the training and education of junior pharmacists, Trainee Pharmacists, undergraduates, and pharmacy technicians

Assist senior pharmacists in undertaking education program for nursing staff, junior and senior doctors as part of the Trust education and training program

### **LINE MANAGEMENT/SUPERVISORY RESPONSIBILITIES**

Supervise staff from time to time allocated to him/her

### **GENERAL DUTIES**

To observe the provisions of and adhere to all Trust policies and procedures.

To actively participate in an 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 the MWL "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 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. You must maintain the confidentiality of information about service user staff and organisational business in accordance with the Data Protection Act 1998 and Caldicott principles.

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.

To be aware of the confidential aspects of the post. Breaches of confidentiality will result in disciplinary action that may involve dismissal. 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 employees 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.

To fully comply with the relevant sections of the Health and Safety at Work Act. They must also understand and implement the MWL "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.

You will be expected to undertake the Trusts' commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.

To adhere to relevant Code of Practice of Professional body

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.

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 Trust is a non-smoking site. Failure to follow this rule could lead to disciplinary action.