



JOB DESCRIPTION

Pharmacy Department

Job Title	Advanced Pharmacist – HIV/Infectious Diseases / Education Programme Director				
Grade	8a	IJES			
Base (Department/ward)	All sites of the Oxford University Hospitals NHS Trust (John Radcliffe, Churchill, Horton, Nuffield Orthopaedic Centre).				
Hours of work (incl weekend/OOH)	37.5 hours/ week including participation in out of hours service via senior on-call or weekend, bank holiday and late duty.				
Details of special conditions	Permanent position subject to probation period in accordance with OUH policy.				
Directorate	Pharmacy and Sterile Services				
Responsible to	Directorate Lead Pharmacist Specialist Medicine				
Accountable to	Clinical Director of Pharmacy and Sterile Services				
Number of colleagues reporting to you	0	1-2	3-5	5-8	9+
Overall size of team you lead	NA	1-10	10-25	25-100	100+
Collaborative Working with	<ul style="list-style-type: none"> • Clinical staff in area of clinical practice • Medicines Governance Pharmacist • Medicines Safety Team • Medicines Effectiveness Team • Antimicrobial Stewardship Team • Pharmacy ePMA team & Divisional Nursing Informatics Leads • Pharmacy Education & Training Team • Pharmacy Operational Managers • Pharmacy Clinical Trials Team 				
Updated		Approved			



Job Summary:

This is a key role within the pharmacy team delivering services across the specialist medicine directorate and facilitating training of the foundation trainee pharmacists. The post-holder will be an active member of both the Pharmacy and Sterile Services and specialist medicine directorates, to ensure continuous two-way exchange of information and maintain high standards of medicines use within the Trust. The post holder will ensure the provision of an effective learning environment within the pharmacy department of Oxford University Hospitals (OUH) NHS Foundation Trust, which will strengthen foundation trainee pharmacist training and meet the wider pharmacy training needs which arise from Pharmacy in England, Equity and Excellence: Liberating the NHS, Liberating the NHS: Developing the Healthcare Workforce and the Modernising Pharmacy Careers Programme, and respond to recommendations from national reports such as the Francis Report

HIV/Infectious diseases:

- Be or become a knowledge expert in clinical pharmacy relating to infectious diseases/HIV including prescribing, screening, advising, and optimising medicines use in the area
- Provide a holistic, specialist pharmaceutical care service to patients attending HIV/ID and Sexual Health Outpatient Clinics
 - Provide advice and counselling on antiretroviral therapy
 - Adherence support
 - Lifestyle support
 - Referral to HIV specialist nurse/ HIV psychologist / external agencies as needed
- Maintain records of patients on antiretrovirals and provide anonymised epidemiological reports to internal and external agencies (e.g.HIV commissioners) as needed.
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- Act as a key member of the Antiretroviral Formulary Group and co-ordinate these meetings on behalf of the chair. This includes agenda setting, information dissemination, and producing minutes for approval by the Medicines Management and Therapeutics Committee.
- Promote, monitor, and improve the safe and cost-effective use of medicines within infectious diseases/HIV through regular communication, budgetary reports and feedback to the directorate
- Routinely review, update, or develop infectious diseases medicines related guidelines
- Provide pharmaceutical advice to patients, carers, or specialists
- Have delegated responsibility for specific aspects of the pharmacy service in Oxford Sexual Health Services and infectious diseases e.g. Medicines Management and governance, as agreed with the Directorate or Divisional Lead Pharmacists



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- Support and deputise for the Directorate Pharmacist in the provision of a safe, effective, and efficient clinical pharmacy service to the specialist medicine directorate, in accordance with local and national standards and strategy
- To champion the needs of infectious diseases patients in relevant forums e.g. pharmacy governance
- Provide specialised professional and technical education and training to enable the clinical units to meet high standards of patient care and safety, e.g. proactive development of guidelines and patient counselling tools, participation in clinical meetings/teaching sessions
- Support and mentor junior pharmacists in the specialist medicine pharmacy team, ensuring they have education and training relevant to their development, regular one to ones and appraisals.
- Contribute to workforce strategy to ensure the team make the best use of resource to meet quality standards and operational demand
- The Specialist Medicine Pharmacy team also provide support to Dermatology, Endocrinology and Clinical Genetics and you may also have the opportunity to gain clinical skills in these areas.

Educational Programme Director

Foundation Trainee Pharmacist Training

- To support the Lead Pharmacist Education and Training to develop a local training programme that meets the requirements of the NHSE WT&E quality standards.
- To work with the Lead Pharmacist Education and Training to develop a strategic plan for implementation of the GPhC initial education and training of foundation trainee pharmacists to be implemented in 2025-26.
- To oversee the quality assurance of Foundation Trainee Pharmacist Training at OUH.
- To liaise and network with other Education Programme Directors within NHSE to input into the regional programme and promote good practice.
- To participate in the induction of Foundation Trainee Pharmacists
- To provide training and support to Foundation Trainee Pharmacists to support them to demonstrate competence against the GPhC learning outcomes, particularly through direct observation.
- To mentor individual Foundation Trainee Pharmacists in rotations and as a designated supervisor.
- To ensure that the NHS Trust and any educational partners are approved by the GPhC as an Accredited Training Site for foundation trainee pharmacist training, and that appointed designated supervisors are registered pharmacists and meet the GPhC requirements to be a designated supervisor and undergo appropriate training for the role.
- To ensure that the trust page on the Oriel National Recruitment System portal is updated on an annual basis and that trust marketing materials are produced and updated in a timely fashion.
- To advise pharmacy undergraduates on how to apply for NHS foundation training posts and promotion is undertaken showcasing trust and regional training opportunities.

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- To act as a Local Learning Set Lead to support the development and delivery of a training programme as required by the Training Programme Director NHSE South East.
- To support the development of supplementary learning resources including training packages and assessments as required by Pharmacy Foundation Training Lead
- To support the process of assessment and feedback to Foundation Training Pharmacists on their audit or quality improvement project protocols and final projects
- To support hospital foundation Trainee Pharmacists during their community cross sector placements by visiting the placement, ensuring they are working towards meeting learning outcomes and offering support to the Foundation Trainee Pharmacist and the community supervisor.
- To support hospital Foundation Trainee Pharmacists during placements to non-Acute and non-NHS premises as defined by the Training Plan approved by the GPhC
- To support community Foundation Trainee Pharmacists during their hospital cross sector placements to ensure they gain relevant experience of pharmacy services in secondary care
- To support designated supervisors and practice supervisors involved in training Foundation Trainee Pharmacists in guiding the foundation Trainee Pharmacists to achieve the GPhC learning outcomes
- To ensure that accurate records are maintained by designated supervisors and Foundation Trainee Pharmacists on the e-portfolio to demonstrate that relevant skills and competencies have been achieved
- To participate in, or contribute to, NHSE South East Pharmacy training quality assurance procedures
- To take responsibility, where appropriate, for ensuring the training packages for different areas of practice are updated and have appropriate QA assessments
- To attend appropriate education and training meetings to maintain an up-to-date awareness of issues affecting pharmacy education and training and to network with other colleagues

Pharmacy Undergraduates

- To support clinical placements of undergraduate pharmacy students
- To participate in the development and production of a support pack for summer placement students
- To quality assure the pharmacy summer school placement scheme via a questionnaire to be completed by the undergraduates to gain feedback on the scheme
- To provide training for practice supervisors supporting undergraduate pharmacy students.

Main Tasks and Responsibilities

Direct Patient Care

1. Deliver compassionate excellence via a patient focused clinical pharmacy service, in accordance with national medicines optimisation principles and local clinical pharmacy procedures.
2. Analyse prescriptions, alongside technical resources, patient records and information from patient consults to form an opinion on the most appropriate course of action.

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3. Accurately and sensitively communicate medicines related information to a variety of healthcare professionals and patients including those with language difficulties, physical or mental disabilities, in a way that facilitates shared decision making.
4. Participate in and promote antimicrobial stewardship, medicines safety, and medicines effectiveness initiatives.
5. Provide highly specialised advice and guidance on patient management in areas where evidence base is lacking or opinions are conflicting.
6. Apply advanced clinical knowledge and skills in the delivery of care for individuals or groups with complex care needs.
7. When registered with the GPhC and the OUH, prescribe within the Trust's policy for Non-medical Prescribing.
8. Independently manage patients in ambulatory settings, and/or proactively review patients as part of a multidisciplinary ward round.
9. Optimise transfer of patient care, through timely completion of medicines reconciliation and communication with GPs and community pharmacy teams.
10. Support OUH dispensaries, and liaise with external agencies (Such as aseptic production services or homecare providers) to ensure safe, timely and appropriate supply of medications to patients.

Supporting Professional Activities

Leadership and Management

1. Act as a role model for pharmacy within the Trust, demonstrating the GPhC Standards for Pharmacy Professionals, RPS Core Advanced capabilities and our Trust values.
2. Support and promote the Trusts equality, diversity and inclusion principles.
3. Take actions to improve the health of the population and reduce health inequalities.
4. Promote the sustainable use of medicines inline with the Trusts Green Plan
5. Plan and organise your own workload in alignment with professional and organisational priorities. Support others to do the same. Delegate and escalate appropriately.
6. Accept professional accountability for all actions and advice.
7. Line manage designated staff in line with the Trust's HR policies and procedures, including job planning, annual appraisal and supporting the recruitment, deployment and retention of colleagues
8. Motivate and support individuals to deliver defined objectives and continuously improve performance.
9. Develop, implement and monitor Medicines Management policies and procedures, including MILs, PGDs and injectable monographs related to your area of practice.
10. Represent your service at relevant OUH meetings as appropriate e.g. Home Care User Group, High Cost Medicines Group, Pharmacy Systems Optimisation, Governance,
11. Provide advice to your service on all aspects of medicines management.
12. Promote compliance with medicines legislation and Trust policies and procedures.
13. Report any unexpected or untoward events via the Trusts incident reporting system
14. Investigate medication related incidents and complaints in your service.
15. In appropriate situations deputise for the Directorate Lead Pharmacist/ Consultant Pharmacist, as required
16. Take on any additional specific roles as agreed with the Directorate Lead Pharmacist, in the process of one to ones, appraisal or job planning.

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17. Take on any additional specific roles as agreed with Senior Pharmacy Managers, on behalf of the Directorate, Division, or Trust.

Research and Improvement

1. Participate in, support, supervise and lead on Audits, Service evaluation and Quality/Cost Improvement Projects that align to our strategy and support our culture of continuous improvement.
2. Analyse and critically appraise highly complex facts in order to ensure evidence-based practice and accurate financial costings when producing reviews of medicines for formulary applications.
3. Support the supply of medicines for clinical trials.
4. Identify gaps in the evidence base; build own research practice by using appropriate methods for addressing the identified gap(s) and generate new evidence.
5. Implement changes at a team and/or service level based on the outputs of research and/or quality improvement activity and disseminate findings.

Training and Development

1. Complete a local induction programme, including core training and maintain core skills throughout employment.
2. Seek feedback and participate in annual appraisal process.
3. Reflect on practice to critically assess own learning needs and pro-actively engage in professional development.
4. Once meeting the requirements to act as a Designated Prescribing Practitioner (DPP), fulfil this role to continue to develop pharmacists within your team.
5. Design and delivers educational interventions that impact at a team and/or organisational level, supporting members of the pharmacy team, wider multidisciplinary team, and/or service users, to safely and effectively use medicines.
6. Support colleagues within your team to be aware of practice changes and developments. Encourage expertise in their area of specialist practice, and to share exemplary practice by acting as a resource.
7. Tutor and support trainee foundation pharmacists and technicians, and those completing the postgraduate diploma.



Effort and Environment

1. High levels of concentration may need to be maintained for extended period
2. Potential for frequent interruption and need to reprioritise.
3. The majority of a Pharmacist's work requires precision and accuracy.
4. Physical effort may be necessary to stand for prolonged periods (up to 5 hours), move between departments, lifting & handling equipment or medicines.
5. Emotional effort – Effort may be required to maintain a calm and compassionate disposition when dealing with distressed patients or relatives.
6. There is potential for exposure to cytotoxic or cytostatic medicines and bodily fluids.

General Conditions

Risk Management

The management of risk is the responsibility of everyone and will be achieved within a progressive, honest and open environment.

Staff will be provided with the necessary education, training and support to enable them to meet this responsibility.

Staff should be familiar with the

- Major Incident Policy
- Fire Policy
- Information governance

and should make themselves familiar with the 'local response' plan and their role within that response.

Responsibilities for Health and Safety

The post holder is responsible for ensuring that all duties and responsibilities of this post are carried out in compliance with the Health & Safety at Work Act 1974, Statutory Regulations and Trust Policies and Procedures. This will be supported by the provision of training and specialist advice where required.

Infection Control

Infection Control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of Healthcare Associated Infections including MRSA.

All staff employed by OUH have the following key responsibilities:

- Staff must wash their hands or use alcohol gel on entry and exit from all clinical areas and/or between each patient contact.
- Staff members have a duty to attend mandatory infection control training provided for them by the Trust.
- Staff members who develop an infection (other than common colds and illness) that may be transmittable to patients have a duty to contact Occupational Health.



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Child Protection

The post holder will endeavour at all times to uphold the rights of children and young people in accordance with the UN Convention Rights of the Child.

Safeguarding Children and Vulnerable Adults

The Trust is committed to safeguarding children and vulnerable adults throughout the organisation. As a member of the trust there is a duty to assist in protecting patients and their families from any form of harm when they are vulnerable.

Information Governance

All staff must complete annual information governance training. If you have a Trust email account this can be completed on-line, otherwise you must attend a classroom session. For further details, go to the Information Governance intranet site.

Data Quality

Data quality is a vital element of every member of staff's job role. Oxford University Hospitals recognises the importance of information in the provision of patient care and in reporting on its performance. Data quality is therefore crucial in ensuring complete, timely and accurate information is available in support of patient care, clinical governance, performance management, service planning, and financial and resource planning and performance.

All staff should ensure that they have read and understood the Trust's Data Quality Policy.