



LESS PAIN
MORE INDEPENDENCE
LIFE-CHANGING CARE

RESPECT COMPASSION
EXCELLENCE PRIDE
OPENNESS INNOVATION

NHS
The Royal
Orthopaedic Hospital
NHS Foundation Trust



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Working at The Royal Orthopaedic Hospital NHS Foundation Trust

The Royal Orthopaedic Hospital NHS Foundation Trust is a centre of excellence, with a proud 200 year heritage of innovation and care. We are the largest provider of elective orthopaedic surgery in the UK providing routine and specialist services. We are ambitious about the future and keen to work with people who can support us to achieve our vision.

Our purpose

Our purpose is 'Less pain. More independence. Life-changing care'. It represents what is most important to everyone who works in our Trust. We are here for patients and every member of our team has a role in helping us achieve our purpose.

LESS PAIN
MORE INDEPENDENCE
LIFE-CHANGING CARE

Our values

Our values are more than words. They are how we treat one another, how we work and an important part of the culture in our Trust.

Be inclusive, listen & respect everyone

Have compassion for all

Work together to deliver excellence

Contribute with pride

Be open, honest & constructive

Learn, innovate & continually improve

Our strategy

Our strategy (2023 - 2028) contains six important objectives.



Scan to read it

Care: Deliver outstanding care that is safe, seamless and patient centred

Expertise: Innovate, improve, research and teach

People: Rated as among the best NHS hospitals to work for by our team

Community: Work with our community to reduce health inequality and support prevention

Services: Provide efficient, effective and sustainable services

People: Collaborate to support improvement; locally, regionally and nationally





Job Description

Our vision: To Be the First Choice for Orthopaedic Care

JOB TITLE:	Antimicrobial Stewardship (AMS) technician
BAND:	Band 5
DIRECTORATE:	Division 1
DEPARTMENT:	Pharmacy
HOURS OF WORK:	37.5 hours per week
ON CALL/OUT OF HOURS:	Weekend working as per agreed rota

OUR VALUES

- *Respect everyone, listen and be compassionate to all*
- *Work together and deliver excellence*
- *Have pride in and contribute fully to patient care*
- *Be open, honest and fair*
- *Innovate to continually develop orthopaedic care*

REPORTING ARRANGEMENTS:

Reports to: Antimicrobial Stewardship Lead pharmacist

Responsible for: Supporting the delivery of the AMS agenda at ROH

ORGANISATIONAL CHART

Chief Pharmacist

Deputy Chief Pharmacist

AMS lead pharmacist

AMS technician

JOB SUMMARY

The postholder will assist the lead antimicrobial pharmacist to develop and deliver the antimicrobial stewardship agenda at ROH. They will support the implementation, monitoring and reporting of national antimicrobial stewardship priorities e.g. CQUIN programme and national standard contract.

The postholder will require close working with a variety of healthcare professionals including the infection prevention and control team, microbiologists, bone infection team and clinicians. In addition, they will support a trustwide culture that reduces hospital acquired infections and supports prudent use of antimicrobials.

KEY RELATIONSHIPS

- AMS lead pharmacist
- Pharmacy team
- Clinical teams (inclusive of the wider MDT)
- Infection Prevention Control Team
- Bone Infection Team
- Microbiologists
- Consultants
- West Midlands Antimicrobial Networks

KEY CORE RESPONSIBILITIES:

PROFESSIONAL

- To support the antimicrobial pharmacist with the delivery of the antimicrobial stewardship strategy within the trust in line with operational priorities and national AMS programmes.
- To work with the trust multidisciplinary Bone Infection Team, which includes Consultant Microbiologists and Infection Control nurses, to promote best practice, patient compliance and optimising patient outcomes.
- To participate in the audits of adherence to key antimicrobial prescribing indicators and antimicrobial treatment guidelines and report against identified key performance indicators and national CQUINs

- group (CQG), drugs & therapeutics committee (DTC), divisions, wards and any other group deemed appropriate to ensure the trust has appropriate assurance on antimicrobial stewardship.
- To attend and be an active member of the antimicrobial stewardship group.
- To work collaboratively with the Infection and Prevention Control team (IPC) where appropriate.
- To work collaboratively with the bone infection team and revision centre to ensure patient care is optimised and antibiotics are available to patients in a timely manner.
- To deliver education and training sessions to clinical staff across the trust as appropriate to help influence change in practice where required.
- To participate in multidisciplinary team activities on infection management i.e. ward rounds, antimicrobial stewardship rounds, and multidisciplinary team meetings.
- To plan, organise and deliver simple and complex tasks. For example, education sessions or collection of data across the trust. May require ability to respond and adapt to changes at short notice.
- To assist the antimicrobial pharmacist and deputy chief pharmacist on trust projects to influence change in practice as identified in the antimicrobial stewardship plan.
- To work with nursing staff to encourage their participation in antimicrobial stewardship activities within the Trust.
- To collect data necessary to monitor use of broad-spectrum antimicrobials across specialities providing a regular update to the DTC/Trust Antimicrobial Stewardship Committee.
- To ensure best use of electronic prescribing to support antimicrobial stewardship, working with the EPMA team to develop antimicrobial protocols and to produce EPMA reports, developing local systems and processes to encourage regular review of antimicrobial prescriptions and peer review of antimicrobial prescribing.
- To support the OPAT/ROCS service and act as the pharmacy link for supply of medication and facilitating patient discharge from hospital.

- Works with medical, nursing and pharmacy staff to ensure the safe and efficient use of antimicrobial medicines.

CLINICAL

- To assist in the development, implementation and auditing of prescribing guidelines and protocols for all aspects of practice in ROH. This will be in conjunction with relevant medical and nursing staff.
- To participate in research, audits and development activities in areas relating to antimicrobial stewardship to ensure continual progression of services and ensure that nationally agreed targets/CQUINs are reached.
- To work with pharmacists and other technicians in the provision of a high-quality clinical pharmacy service to wards, pre-admission clinic and other clinical areas of the Trust. This includes core clinical pharmacy activities comprising of:
 - Establishing drug histories and completion of medicine reconciliation.
 - Enabling use of patient's own medicines and patient self-administration
 - Counsel patients to ensure that they understand when and how to take their medicines and any additional information related to their prescription which they may require. Including advanced counselling within clinical remit.
 - Providing medications for individual patients during their stay in hospital, at discharge and also for out-patient visits.
 - To attend consultant ward rounds, clinics and multidisciplinary team meetings risk meetings appropriate.
- On completion of the level 4 enhanced practice programme (or equivalent) and have being assessed as competent, additional roles may be undertaken. These include as follows:
 - Interpreting clinical tests to monitor and make recommendations to improve effectiveness of drug therapy.
 - Clinically review OPAT/ROCS patients virtually
- Liaises with antimicrobial pharmacists to highlight and refer on clinical problems and ensures that requests are processed safely and prioritised to match clinical urgency. The information will be confidential, sensitive and often complex in

nature. For example, audit data measuring the appropriateness of the antibiotics used to treat known sepsis.

OPERATIONAL

- To support the dispensary service when required.
- Checking stock levels and register entries of controlled drugs in line with trust policy and transporting controlled drugs between departments.
- Assists with the review of ward stock lists to reduce risk and wastage.
- Provides a safe and efficient supply of pharmaceutical products to patients. This may involve dispensing and final checking of drug products and compliance aids.
- Dispenses medicines correctly, including some hazardous substances, special storage and heavy or bulky items, according to written or printed prescriptions. Maintains complete and accurate records of dispensing.
- Dispenses specialised items eg: clinical trial material, controlled drugs, unlicensed medicines, compliance aids, according to procedures and policies adhering to the additional restrictions and documentation required.
- Deals with queries, requests and complaints from patients regarding their use of antibiotics. For example, OPAT/ROC patients.
- On completion of a National Checking Technician course or acceptable equivalent and received qualification of an accredited checking technician, final accuracy check prescriptions dispensed by student technicians, pharmacy assistants, pharmacy technicians and pharmacists.
- Assists in the delivery of all aspects of storage, record keeping, stock control and stock rotation on the wards and the pharmacy areas.
- Partakes in trustwide audits and ability to develop analysis and reports and present to relevant areas.

EDUCATION & TRAINING

- To participate in the delivery of antimicrobial stewardship (AMS) and Medicines Management training for all medical, nursing, pharmacy and other health care staff. This will include training given at induction.

- Expectation to undertake relevant training in accordance with specialist role. This may include the level 4 enhanced practice programme or equivalent.
- Participates in the in-service education and training, and induction for pharmacy staff.
- Participates in the delivery of the trainee technician NVQ training in pharmacy. Undertakes expert witness functions as required.
- Participates in the education and training of non-pharmacy staff as required.
- Keep abreast of developments within pharmacy relevant to practice.
- To undertake Continuing Professional Development (CPD)
- To help develop, implement and deliver a competency-based training for pharmacy technicians and junior pharmacists for clinical work on wards as appropriate.

GENERAL

- To support the pharmacy team in any reviews to changes in service that lead to a reduction in operational and clinical risk in the Trust.
- To collect data for key performance indicators (KPI's) that clearly demonstrate the contribution that this post and pharmacy is making to the care of patients in the Trust. To help analysis this data and disseminate to relevant stakeholders.
- To participate in the development of any departmental SOPs that are required.
- To participate in the departmental rostered flexible shift working, including evenings, weekends and bank holidays, in line with service commitments.
- To ensure effective contribution to the delivery of the organisation's objectives and undertake any other duties commensurate with post as requested.
- To contribute to the submission of business cases to secure funding for new pharmacy posts in the Trust.
- The postholder may have occasional indirect exposure to distressing or emotional circumstances while conducting audits or attending MDT meetings to discuss patients.
- Maintain the confidentiality of any information obtained regarding patients and be aware of the Data Protection Act, Caldicott and Freedom of Information policies.

- This is not an exhaustive list of duties, and a regular review will take place with the postholder as part of their ongoing development and performance management.
- Concentration required for e.g. calculations, report-writing, record-checking/ concentration for checking prescriptions, batch, stock details/ interruptions to give advice.
- VDU use for input and analysis of data.

PEOPLE MANAGEMENT

- To mentor and provide clinical support to other members of the pharmacy team as required. For example, deliver AMS teaching to trainee pharmacists and technicians.
- Leading by example, to promote a culture of excellent antimicrobial stewardship.
- Works autonomously, prioritising tasks in accordance with agreed objectives, organisational policy and guidance.
- Work is managed rather than supervised.

COMMUNICATION AND WORKING RELATIONSHIPS

The postholder will demonstrate excellent verbal and written communication skills which are essential for the delivery of this role. Examples are outlined in the 'Key Core Responsibilities' section of this job description.

ANALYTICAL AND JUDGEMENT RESPONSIBILITIES

The postholder will demonstrate excellent analytical and judgement skills which are essential for the delivery of this role. For example,

- To actively participate in antimicrobial stewardship groups both nationally and locally as appropriate, identifying best practice and incorporating into ROH practice. The postholder will be supported by the AMS lead pharmacist as appropriate.

PLANNING AND ORGANISATIONAL SKILLS

The postholder will demonstrate excellent planning and organisational skills which are essential for the delivery of this role. Examples are outlined in the 'Key Core Responsibilities' section of this job description.

Other examples may include planning meetings, attending service development meetings, autonomously planning audits and co-ordinating the collection by other members of the pharmacy team/MDTs, delivering actions from meetings attended such as the AMS group, organising and delivering teaching to members of the multidisciplinary teams across the whole organisation, liaising with the patients and members of the MDT to ensure the timely supply of antibiotics to OPAT/ROC patients.

GENERAL INFORMATION:

CONFIDENTIALITY

Your attention is drawn to the confidential nature of information collected within the NHS. The unauthorised use or disclosure of patient or other personal information is a dismissible offence and could result in prosecution for an offence or action for civil damages under the Data Protection Act 2018

DATA PROTECTION

If required to do so, the post-holder will obtain, process and/or use information held on a computer in a fair and lawful way; and hold data only for the specified registered purposes and to use or disclose the data only to authorised persons or organisations.

EQUAL OPPORTUNITIES

The Royal Orthopaedic (ROH) Trust is an Equal Opportunity employer. Its aim is to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, marital status, religion, , race, disability, ethnic, gender reassignment or sexual orientation, nor to be disadvantaged by conditions or requirements which cannot be shown to be justifiable, including age restrictions.

It is unlawful to discriminate, harass or bully individuals on any of the nine protected characteristics listed above.

All member of staff at ROH must take personal responsibility to ensure that they do not discriminate, harass or bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

As a manager/supervisor the post-holder will be responsible for promoting and ensuring that all relevant policies are implemented and that staff under their control are aware of their equal opportunities responsibilities.

HEALTH AND SAFETY

The post-holder must make him/herself aware of the responsibilities placed on them by the Health and Safety at Work Act [1974] to ensure that the agreed safety procedures are carried out to maintain a safe environment for other members of staff and visitors.

As a Manager/supervisor the post-holder is accountable for implementing and ensuring compliance, across his/her own area of responsibility, with the Trust's Health and Safety Policies and Procedures. This includes responsibility for fostering a safety culture in which health, safety and related issues are seen as essential and integral parts in the service activities.

The post-holder will have at all times a duty to conduct themselves and to undertake their work, in a safe manner, so not to endanger themselves and others around them. Clearly, the degree of such responsibilities carried out by a particular individual will depend on the nature and extent of his/her work. Should any individual feel concerned over the safety aspects of his/her work, it should be brought to the attention of his/her manager/supervisor and/or Trade Union Safety Representative.

The post-holder must adhere to the health and safety rules and procedures of the Trust. He/she has a legal duty to use safety devices and equipment provided.

All staff will receive a general introduction to health and safety at work as part of their induction. They will also be given advice on fire, security and manual handling operations. A Health and Safety Adviser is available to offer advice and guidance on all matters relating to occupational health, safety and welfare.

INFECTION PREVENTION

Staff will work to minimise any risk to clients, the public and other staff from healthcare-associated Infection by ensuring they are compliant with the Health and Social Care Act 2008 – Code of Practice for the prevention and control of Healthcare Associated Infections (The Hygiene Code); and by ensuring that they are familiar with the Trust's Infection Prevention and Control policies located on the Intranet. All staff must attend regular infection prevention and control update training and always promote and demonstrate good practice for the prevention and control of infection.

NO SMOKING

The Trust has a No Smoking policy. All Trust premises are considered as non-smoking zones..

SAFEGUARDING

The Royal Orthopaedic Hospital is dedicated in ensuring that the principles and duties of safeguarding children, young people, and adults at risk of harm or abuse receive the appropriate support. Safeguarding means protecting a person's health, wellbeing and human rights; enabling them to live free from harm, abuse and neglect. It is an integral part of providing high-quality health care. Safeguarding children, young people and adults is a collective responsibility.

Safeguarding is a priority for the Trust and people who use our services are at the heart of what we do, making every contact count. As a member of staff at The Royal Orthopaedic Hospital you have a personal and professional responsibility to identify and report abuse and or neglect. The abuse may be known, suspected, witnessed or disclosed.

Early recognition is vital in ensuring the safety and protection of children and vulnerable adults who may be experiencing or at risk of harm. The trusts internal and external safeguarding procedures must be

adhered to. Staff must work with local partners/agencies to share information about safeguarding. As an employee of the Trust you have a responsibility to ensure that:

- Undertake mandatory training on Safeguarding children and adult's training /competence and undertake additional training in relation to safeguarding relevant to your role and responsibilities.
- Make sure you are familiar with internal and external safeguarding procedures.
- Reporting any concerns to the safeguarding team, appropriate local authority and partners
- Adhere to national/local policies, procedures, practice guidance and professional codes.

TRUST VALUES

The Trust has developed a set of values which will apply to all staff. Our values drive everything we do. They are more than words; they are the foundation of the care we deliver. **Respect, compassion, excellence, pride, openness and innovation.** The Royal Orthopaedic Hospital is a values-driven organisation from top to bottom.

You will be expected to conduct yourself at all times in line with the values and the behaviour framework which underpins them. This includes the delivery of safe, high quality, caring services to our patients and colleagues.

STAFF MANAGEMENT AND DEVELOPMENT

You are responsible for putting in place mechanisms for monitoring the Trust policies, procedures and protocols and to ensure that these are routinely being followed by staff.

You must undertake annual appraisal and develop personal development plans for all staff for whom you have line management responsibility.

STAFF ENGAGEMENT

To engage with all staff on the design and delivery of services through listening to and involving staff in decisions that affect themselves and the service that they provide. The Trust does this in a number of ways including one to one meetings, focus groups, team meetings, surveys, online information provided and awareness events.

OWNERSHIP OF INTELLECTUAL PROPERTY

From time to time during the normal course of employment you as an employee may generate IP which may have value in the delivery of better patient care. This IP can be in the form of inventions, discoveries, surgical techniques or methods, developments, processes, schemes, formulae, specifications, or any other improvements which may give rise to certain rights such as patents, trademarks, service marks, design rights, copyright, know-how, trade or business names and other similar rights (all of the foregoing being referred to as "Intellectual Property Rights").

Where such IP is created in the course of your employment or normal duties then under UK law it will generally belong to the Trust, unless agreed otherwise in writing between you and the Trust. In relation to inventions potentially subject to patent protection this applies only if the duties of your employment would normally have been expected to give rise to inventions or if the nature of your responsibilities and duties are such that you are under a special responsibility to further the interests of the Trust. It is a condition of your employment not to exploit any IP Rights without the specific approval of your line



manager, who will need to obtain advice on a case by case basis. In addition, you are also required to give the Trust all reasonable assistance required by the Trust in order to give full effect to this clause. The Trust IP policy must be adhered to at all times and is there to guide individuals and their line managers on procedures to follow.

CARBON FOOTPRINT

Every staff member has a responsibility to contribute to the reduction of the Trust's carbon footprint through their actions at work and their travel to and from work. All staff must ensure they minimise consumption of energy and reduce unnecessary transport, waste and water usage during the course of their duties.

NOTE

This job description is an outline only and may be amended to take account of changes within the department following discussion with the post holder.

The above duties and responsibilities are intended to represent current priorities and are not meant to be a conclusive list. The post holder may from time to time be asked to undertake other reasonable duties. Any changes will be made in discussion with the post holder in the light of service needs and will be commensurate with the banding and competencies of the post.

I agree that this job description is an accurate reflection of my current role and responsibilities.

Signed:
Post holder

Date:

Signed:
Line Manager

Date:

Person Specification

Our vision: To Be the First Choice for Orthopaedic Care

	ESSENTIAL	DESIRABLE	ASSESSMENT (e.g. application form, interview, test)
QUALIFICATIONS AND TRAINING - <i>List qualifications required – include level of qualification and the subject required</i>	<ul style="list-style-type: none">NVQ level 3 Pharmacy Services or equivalent RegisteredPharmacy Technician with GPhCApproved final checker		Application form References



	<ul style="list-style-type: none">• Level 4 enhanced practice programme, or willingness to work towards.		
EXPERIENCE <i>What level of experience is required for this post?</i>	<ul style="list-style-type: none">• Recent hospital experience• Significant post qualification experience in medicines management.• Audit experience.• Pharmacy technical knowledge and experience, including Law & Ethics and Pharmacy practice.• Sound clinical knowledge in antimicrobial stewardship• Multi-disciplinary working.• Teaching experience• Supervisory experience of junior staff	Formal training in antimicrobials Experience in quality improvement projects Experience of data analysis.	Application form References Interview
KNOWLEDGE <i>What level of professional/managerial/specialist</i>	<ul style="list-style-type: none">• Good IT skills• Good		Application



<i>Knowledge is required? Which subject is this in?</i> <i>How will it be evidenced?</i> <i>What level of IT skills will be required?</i>	understanding of confidentiality.		
SKILLS <i>E.g. time management</i> <i>Ability to work under pressure</i> <i>Team member</i>	<ul style="list-style-type: none">• Good written and verbal communication skills both face-to-face and on the telephone• Ability to prioritise competing tasks effectively.• Ability to meet deadlines.• Effective time management skills• Able to work autonomously, independently and as part of a team.• Accuracy		Application Interview
OTHER JOB REQUIREMENTS <i>Are there any other requirements specific to this job role that have not been included elsewhere in the PS?</i>	<ul style="list-style-type: none">• Excellent interpersonal skills.• Self-motivated and enthusiastic• The ability to remain calm and professional under pressure.		Application Interview



	<ul style="list-style-type: none">• Strong professional demeanour.• Smart appearance creating good impression to others.• Able to work effectively to short, medium, long-term and changing deadlines.• Reliable• Follows procedure.		
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EFFORT FACTORS

PHYSICAL EFFORT What physical effort is required for the job?	How often?	For how long?	What weight is involved?	Any mechanical aids?
Postholder will be expected to sit/stand at a desk/checking bench	Daily	Intermittent throughout the day	N/A	N/A

MENTAL EFFORT Are there any duties requiring particular concentration? – Please detail.	How often?	For how long?



Input and analysis of data	Monthly	Several hours over a prolonged period (week or two)
Accuracy checking	Daily	1 hour per day
This role is unpredictable and may be subject to regular interruption	Daily	Will vary depending on the situation
EMOTIONAL EFFORT Does the job involve dealing with any distressing or emotional circumstances? – Please detail, with examples	Direct / Indirect exposure	How often?
The postholder may occasionally participate in a MDT where the information may be emotionally distressing.	Indirect	Occasional
WORKING CONDITIONS Does the job involve exposure to unpleasant working conditions? – Please detail, <i>including if the role is office base or clinical (delete)</i>	How often?	
Highly unlikely. May be occasions be exposed to an unpleasant odour on a ward.	Very rare	