

Job Description

JOB TITLE: Assistant Head of Pharmacy – Clinical Services

DIVISION: Clinical Support - Pharmacy

GRADE: 8c

REPORTS TO: Chief Pharmacist and Clinical Director for Medicines Optimisation

ACCOUNTABLE TO: Chief Pharmacist and Clinical Director for Medicines Optimisation

VALUES AND BEHAVIOURS



ABOUT NUH

Every day, our teams at Nottingham University Hospitals NHS Trust (NUH) make a difference. We save lives, we improve lives and we usher in new life. We are proud to play a central role in supporting the health and wellbeing of people in Nottingham, Nottinghamshire and our surrounding communities.

With more than 18,000 colleagues, we are the largest employer in Nottinghamshire and one of the biggest and busiest NHS Trusts in the country, serving more than 2.5m residents of Nottingham and Nottinghamshire and a further four million people across the East Midlands and beyond.

We provide a range of national and internationally renowned specialist services and we are at the forefront of new surgical procedures and research programmes.

We are home to the East Midlands Major Trauma Centre, the Nottingham Children's Hospital and in partnership with the University of Nottingham we host a Biomedical Research Centre carrying out vital research into hearing, digestive diseases, respiratory, musculoskeletal disease, mental health and imaging.

As a teaching hospital, we are instrumental in the education and training of doctors, nurses and other healthcare professionals. We are proud of our strong relationships with universities across the East Midlands, including the University of Nottingham, Nottingham Trent University and Loughborough University.

The last year has been challenging for our teams. Alongside our continued recovery from Covid, our maternity services are subject to an independent review and we must do more to improve our culture. We are more focused than ever on making sustained improvements across our services.

As one of the NHS Trusts identified in the New Hospital Programme, a programme of investment in NHS hospitals, we have extensive plans to improve our hospitals and the services we deliver for patients. As well as the redevelopment of the Queen's Medical Centre and City Hospital, plans for a new 70 bed NHS rehabilitation facility set to be built on the Stanford Hall Rehabilitation Estate near Loughborough, are currently going through the approvals process.

We have recently become home to the latest series of Channel 4's award-winning series 24 Hours in A&E, which takes a look inside one of the country's busiest emergency department at QMC and showcases the dedication, passion and skill of our teams.

This is an exciting time to join NUH and help support our future ambitions.

JOB SUMMARY

Under the leadership and direction of the Chief Pharmacist and Clinical Director of Medicines Optimisation:

- To lead, manage, develop and be responsible for the Clinical Pharmacy services across Nottingham University Hospitals NHS Trust (NUH) to ensure that patients receive safe, high quality and clinically effective pharmaceutical care.
- To support the Chief Pharmacist in developing, in an innovative way, the overall strategy for the future clinical pharmacy services provision in NUH in a manner that reflects Trust, local and National Health Service strategy and priorities.
- To provide a significant supporting role for the development and implementation of medicines optimisation and pharmacy services across NUH through close workings relationships with other Assistant Heads of Pharmacy, Pharmacy General Manager and other members of the extended Pharmacy Leadership Team
- As a member of the Pharmacy Leadership Team, to help develop a strategic vision and delivery plan for the NUH Clinical Pharmacy Department.
- To act in conjunction with other Assistant Heads of Pharmacy in taking delegated responsibility for the Chief Pharmacist in their absence.
- To act as a role model in clinical pharmacy practice including clinical teaching.
- To work collaboratively with partners across the Nottinghamshire ICS to strategically develop the practice of clinical pharmacy

The post holder will base their commitments equally between QMC and City Campuses



KEY JOB RESPONSIBILITIES

1. To be the NUH pharmacy department's strategic lead for clinical pharmacy services, including Medicines Information and Antimicrobial Stewardship functions, providing clear leadership and direction ensuring NUH clinical pharmacy services are seen as leading edge within the hospital pharmacy profession.
2. To manage the Clinical Pharmacy services across both main campuses and virtual wards to ensure the provision of high quality, comprehensive pharmaceutical care at all times determined by clinical and operational priorities.
3. To ensure clinical pharmacy service provision is developed in a manner that is safe, clinically effective and reflects cost efficient use of medicines.
4. To ensure clinical pharmacy service provision is developed in a manner that reflects corporate objectives, the NUH Medicines Optimisation Strategy and wider National Health Service strategies and priorities
5. Working with partners across the Nottingham and Nottinghamshire ICS, to develop models of clinical pharmacy across interfaces to ensure safe medicines management processes prevail at the point of both admission and discharge and into continuing care.
6. To ensure systems are in place that enable comprehensive service evaluation that reflect the impact of pharmacy's contribution to the Trust's wider objectives and priorities.
7. To provide a specialist clinical pharmacy services to one or more specific clinical areas acting as a key professional role model in both practice and teaching.
8. To provide professional leadership and management of Pharmacy staff undertaking clinical pharmacy duties in order to achieve the highest standard of pharmaceutical care, identifying and prompting on-going training programmes, ensuring staff are effectively empowered, motivated and competent and have clear performance targets and reviews.
9. To strategically lead Pharmacist independent prescribing practice across NUH
10. To strategically lead NUH Pharmacy in developing a strategy for and delivery of Advanced Pharmacy Practice in line with the Royal Pharmaceutical Society Advanced Pharmact Framework and to support the Chief Pharmacist in the development of Consultant Pharmacist posts across NUH and in collaboration with wider partner organisations.
11. To oversee the management of the out-of-hours Pharmacy service and the team of on-call pharmacists.
12. To manage and support the senior clinical pharmacy team leaders in respect of their general administrative and human resource needs as well as specifically in respect of their own service and professional development and in respect of their specific team's service delivery and development responsibilities.
13. To continually analyse and assess the provision of Clinical Pharmacy services to the Trust, developing and implementing alternative methods of delivering these services, based on departmental and Trust needs and within a risk management framework of safe systems of work which minimises errors and irregularities and ensures high quality of care.
14. To lead in developing performance indicators for clinical pharmacy services that clearly demonstrate the contribution that Pharmacists, Pharmacy Technicians and Pharmacy Assistants in the Clinical Pharmacy team make to the care of patients and improved outcomes.
15. To direct and manage all pharmacy staff associated with the Clinical Pharmacy Service, to include Medicines Information and Antimicrobial Stewardship functions.

16. To develop systems of safe medication practice that lead to reduction in operational and clinical risk in respect of medications, and in particular develop this culture within the overall clinical Pharmacy team.
17. To be a member of relevant NUH Medicines Governance Committees as requested by the Chief Pharmacist and support the Chief Pharmacist in any issues and agreed actions arising from this.
18. To be a member of the NUH pharmacy governance committee and other Pharmacy Directorate committees as requested by the Chief Pharmacist.
19. To contribute and/or conduct relevant clinical audits
20. To support and assist the Chief Pharmacist in development of the annual business and delivery plans and the overall strategy for the Pharmacy department.
21. To contribute to the overall organisation, administration and management of the Pharmacy department as requested by the Chief Pharmacist.
22. To act, if requested by the Chief Pharmacist and in their absence, as Head of Pharmacy in consultation with other Assistant Head of Pharmacy appropriate to the issue.
23. To assist in the management of the departmental budget in particular in respect of clinical pharmacy, providing the Chief Pharmacist and Pharmacy General Manager with relevant commentary on expenditure and cost pressures and cost improvement initiatives
24. To assist in the recruitment of new staff and to ensure performance management of staff within the teams and areas of your responsibility
25. To provide a high level clinical Pharmacy service to one or more particular specialist areas of the Trust. This includes:
 - i. assessing prescriptions in order to ensure safe rational and effective prescribing, establishing drug histories, enabling use of patient's own medicines and patient self administration, and counselling to improve medication usage and patient understanding during in patient stay or at discharge
 - ii. interpreting and requesting clinical tests to monitor and make recommendations to improve effectiveness of drug therapy
 - iii. making recommendations about medications to improve patient outcomes and to encourage adherence to NUH Trust drug formulary and national guidelines
 - iv. providing medications for individual patients during their stay in hospital and at discharge
 - v. being accountable for adherence to all Pharmacy policies and procedures relating to medicines management
 - vi. If suitably qualified to independently prescribe medicines, within the postholder's scope of practice
 - vii. If appropriately credentialed to work at Advanced Practice or Consultant level
26. To provide teaching and assessments for undergraduate and post-graduate Pharmacists, Pharmacy Technicians, other healthcare professionals and patients/members of the public.
27. To work collaboratively with Higher Education Institutes to lead the Clinical Pharmacy team in delivering education to undergraduate students
28. To liaise with the Principal Pharmacist – Research and Innovative Treatments for trials undertaken in the postholder's area of practice ensuring that communications, organisational aspects and due process are correctly undertaken.
29. To work collaboratively with Higher Education Institutes to encourage and promote scientific and practice-based research, development and audit through undergraduate, trainee and post-graduate projects and act as a role model for research activities within personal clinical practice and this remit.

30. Maintain active and personal contact with appropriate specialists and professional pharmacy groups both nationally and locally to enable best practice to be identified and incorporated into NUH pharmacy practice developing a personal leadership in such opportunities to ensure a high a visible practice profile for NUH pharmacy at a National level.
31. To play an active role in regional clinical pharmacy networks
32. To undertake and document continuing professional development both as required to maintain professional registration and to ensure expertise is developed.
33. To participate in rostered flexible shift working including evening, weekend and bank holiday arrangements in line with service commitments and 7 day working pattern.
34. Undertake any other duties that may reasonably be required.

GENERAL DUTIES

In addition to the key job responsibilities detailed in this job description all employees at Nottingham University Hospitals NHS Trust are expected to comply with the general duties detailed below:

Infection Control

To maintain a clean, safe environment, ensuring adherence to the Trust's standards of cleanliness, hygiene and infection control.

The post holder is accountable for minimising the risks of infections and for the implementation of the Code of Practice for the Prevention and Control of Healthcare Associated Infections as outlined in the Health Act 2006. This includes receiving assurance of risk and embedding evidence based practice into daily routines of all staff.

Safeguarding children, young people and vulnerable adults

Nottingham University Hospitals is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff and volunteers are therefore expected to behave in such a way that supports this commitment.

Information Governance

All staff have an individual responsibility for creating accurate records of their work and for making entries into and managing all NHS records effectively in line with the Health Record Keeping Policy and other Health Records and Corporate Records Management policies and procedures in order to meet the Trust's legal, regulatory and accountability requirements.

Duty of Candour

All members of staff have a Duty of Candour. The Duty of Candour is a legal duty on hospital, community and mental health trusts to inform and apologise to patients if there have been mistakes in their care that have led to significant harm. Duty of Candour aims to help patients receive accurate, truthful information from health providers. A summary of our requirements for Duty of Candour are as follows:

- Act in an open and transparent way: Clear, honest and effective communication with patients, their families and carers throughout their care and treatment, including when things go wrong, in line with the definitions below.
- Openness – enabling concerns and complaints to be raised freely without fear and questions asked to be answered.
- Transparency – allowing information about the truth about performance and outcomes to be shared with staff, patients, the public and regulators.
- Candour – any patient harmed by the provision of a healthcare service is informed of the fact and an appropriate remedy offered, regardless of whether a complaint has been made or a question asked about it.
- Apology - An 'apology' is an expression of sorrow or regret in respect of a notifiable safety incident;
- It is not an admission of guilt.

- Appropriate written records - Records are complete, legible, accurate and up to date. Every effort must be made to ensure records are updated without any delays.

The professional duty of candour

Healthcare professionals must also be open and honest with their colleagues, employers and relevant organisations, and take part in reviews and investigations when requested. They must also be open and honest with their regulators, raising concerns where appropriate. They must support and encourage each other to be open and honest, and not stop someone from raising concerns.

Pharmacy staff must ensure they are fully aware of their responsibilities with Duty of Candour and are required to read the relevant material /watch the podcasts by following the link on the NUH intranet below:

http://nuhnet/medical_director/patient_safety/Pages/DutyofCandour.aspx

Health and Safety

To take reasonable care to prevent injury to themselves or others who may be affected by their acts or omissions.

To co-operate fully in discharging the Trust policies and procedures with regard to health and safety matters.

To immediately report to their manager any shortcomings in health and safety procedures and practice.

To report any accidents or dangerous incidents to their immediate manager and safety representative as early as possible and submit a completed accident/incident form.

To use protective clothing and equipment where provided.

Whilst the aim of the Trust is to promote a co-operative and constructive view of health and safety concerns in the organisation, all staff must be aware that a wilful or irresponsible disregard for safety matters may give rise to disciplinary proceedings.

Governance

To actively participate in governance activities to ensure that the highest standards of care and business conduct are achieved.

Health and Wellbeing

Employees are expected to take all reasonable steps to look after both their physical health and mental health. To support employees to achieve this NUH offers a wide range of health and wellbeing activities and interventions. The full programme can be viewed at on the staff intranet.

Line managers are expected to encourage and support staff to look after their health and wellbeing, including the release of staff to attend health and wellbeing activities and interventions.

General Policies Procedures and Practices

To comply with all Trust policies, procedures and practices and to be responsible for keeping up to date with any changes to these.

WORKING CONDITIONS

The post holder will be expected to undertake significant time using computer keyboards and VDUs. Exposure to a range of clinical areas will occur. Contact with patients (on occasions they may be exposed to unpleasant sights and smells, which may include bodily fluids). In the Pharmacy, they may have to dispense and check cytotoxic drugs.

JOB REVISION

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.

Service Review

A strategic review of all Trust services is taking place, as a result of which some services, or parts of some services, may transfer from one campus to the other. This will be decided in accordance with the most appropriate way to provide the best healthcare for patients in the future and all staff will be fully consulted on about the impact of any such decisions.

Job description reviewed by: JP/PW

Date: 08.04.24

