



**GIG**  
CYMRU  
**NHS**  
WALES

Bwrdd Iechyd Prifysgol  
Aneurin Bevan  
University Health Board

## ANEURIN BEVAN UNIVERSITY HEALTH BOARD JOB DESCRIPTION

### JOB DETAILS:

<b>Job Title</b>	Clinical Pharmacist with Directorate
<b>Pay Band</b>	8a plus EDC
<b>Hours of Work and Nature of Contract</b>	To be completed on recruitment
<b>Division/Directorate</b>	Primary Care and Communities
<b>Department</b>	Pharmacy
<b>Base</b>	Nevill Hall Hospital

### ORGANISATIONAL ARRANGEMENTS:

<b>Managerially Accountable to:</b>	Chief Pharmacist, Acute Services
<b>Reports to: Name Line Manager</b>	Principal Pharmacist/ Lead Pharmacist Mental Health
<b>Professionally Responsible to:</b>	Chief Pharmacist, Acute Services

### OUR VALUES:

**Ein GWERTHOEDD yw...**

Pobl yn gyntaf

Cyfrifoldeb personol

Angerdd am welliant

Balchder yn yr llyn a wnaeth

**Our VALUES are...**

People first

Personal responsibility

Passion for improvement

Pride in what we do

Am fwy o wybodaeth ffoniwch 01633 623801

For more information please contact the Organisational Development Team on 01633 623801

**Job Summary/Job Purpose:**

- To be responsible for leading and delivering a specialist clinical pharmacy service to patients, medical and nursing staff and other healthcare professionals in accordance with legal and professional requirements and standards.
- To provide ward-based medicines management service to specialist clinical area as per rotations.
- To act as Adult Mental Health Directorate Pharmacist, provide expert specialist pharmaceutical advice and reports on medicines expenditure within the Directorate.
- To provide some Professional/Clinical cover for the dispensary services.
- To deputise and support the Lead Pharmacists within the Pharmacy Department NHH when required.
- To provide training and education that meets the statutory, professional and regulatory requirements of post-graduate diploma pharmacists, pre-registration pharmacists, other pharmacists, and technicians.

**DUTIES/RESPONSIBILITIES:****Key Tasks:****Clinical Pharmacy and Ward based Services**

To be responsible for leading and delivering a clinical pharmacy and ward based medicines management service to a specialist clinical area, liaising with Clinical Directors and Directorate managers to agree pharmacy services and give pharmaceutical advice in conjunction with Lead Pharmacists at NHH. This includes:

- To work as part of a ward based pharmacy team, providing supervision and support for other members of the team. In conjunction with other members, plan the work of the team.
- To join mental health ward wards as part of the multidisciplinary team.
- To assist in the delivery of the clozapine service.
- To visit wards, working at patient's bedside, talking to patients and healthcare professionals keeping an awareness of sick and dying patients and distressed relatives. Keeping an awareness of the potential exposure to risk of infection.
- To co-ordinate a specialist clinical pharmacy service, including the supervision of professional and technical staff involved in providing the service.
- To review and assess patient's prescriptions for legality, accuracy, safety, and appropriateness of drug therapy resolving any prescribing problems relating to drug interactions or contraindications or patient specific allergies
- To compile patient drug histories through prescription review, with reference to patient's medical notes and via communication with patient, and health care professionals, GP's, and community pharmacists.
- To assess specialist clinical conditions and drug related problems of illness to identify and solve medicines and treatment related problems for individual patients, informing medical and nursing staff of any recommended changes or alternatives to medications prescribed
- To report adverse drug reaction through the pharmacists and doctors' national reporting scheme.
- To report prescribing, administration and dispensing errors via the ABUHB medication error reporting system and the ABUHB Clinical incident reporting system.
- To advise patients on the safe use of medicines using counselling skills identifying and overcoming any barriers to understanding.

- To advise clinicians on, and promote evidence-based prescribing through, the implementation of prescribing guidelines, and pharmaceutical care plans
- To provide a ward based medication discharge service to patients, responding to urgent requests via the bleep system, clinically checking discharges, checking accuracy of dispensing, counselling patients all at ward level. Liaising with staff and / or patients / relatives on wards to establish discharge plans and needs and to enable adequate prioritisation for supply of prescriptions, optimising the process and providing a safe, timely and efficient service. Liaising with ward and pharmacy staff to identify issues that may prevent timely discharge
- To demonstrate competency and subject to working to protocol and where requested by the doctor via the patients notes – transcribe details of medication from in-patient charts to discharge prescription sheets to expedite the discharge process.
- To ensure that the storage of medicines on wards is secure and complies with legislation and Medicines Management Code of Practice.
- To liaise with other health care professionals within primary and secondary care with regards to pharmaceutical discharge needs of patients, particularly for patients who are at risk of readmission as a result of poor compliance / concordance or where follow up regarding supply is necessary.
- To develop and redesign clinical services and related clinical procedures and standards, in line with current best practice and service developments within ABUHB
- To be actively involved in the development of pharmacy services that impacts on other services within the Health Board
- To provide technical support and maintenance of Omnicell Automated Cabinets for wards and departments within ABUHB. This includes data programming, database maintenance, basic report creation, bin modification and staff training, for staff both within the Pharmacy Department and for all healthcare professionals at ward level. To add or remove, new or old items to or from the Omnicell Inventory; stock counting and correction via the cycle count function; assistance with installing new cabinets, layout and appropriate bin assignment; processing automated restocks and supplemental restocks; other user administrative duties such as adding user fingers or resetting password.
- To coordinate the 6 monthly ward stock list review on designated wards, liaising with the ward based pharmacy team and nursing team.

### **Non-Medical Prescribing**

- As a registered independent pharmacist prescriber to prescribe medicines for patients working within the HB Policy for non-medical Prescribing and Medicines Management Directorate's local guidelines / procedures. To ensure prescribing activities comply with legal requirements and GPhCs guidance for non-medical prescribers. To monitor own prescribing activities and participate in the evaluation of this service development.

### **Directorate role**

- To act as Directorate Pharmacist for a clinical specialty and to monitor expenditure of high cost drugs within the directorate. Producing quarterly reports to Directorate Managers and the Chief Pharmacist using the Pharmacy computer system, Excel and other software programmes and including in the reports proposals to reduce expenditure in areas where it is high.
- To attend directorate meetings and offer specialist pharmacist knowledge and advice

### **Staff**

- To supervise, on a day to day basis, the work of junior pharmacists, pre-registration pharmacists, pharmacy technicians and pharmacy assistants including working and leading a pharmacy team on the wards.
- To manage and motivate staff working in NHH. This includes responsibility for appraisal, sickness absence management, recruitment and selection, and undertaking

performance review. This includes facilitating their developing through planning and implementation of relevant training programmes, including tutoring, mentoring, competence assessment as appropriate, and regular performance reviews and personal development planning.

### **Training**

- To provide training and education that meets the statutory, professional and regulatory requirements of pre-registration trainee pharmacists, foundation pharmacists, other pharmacists, pharmacy technicians, Pre-registration trainee pharmacy technicians and pharmacy assistants
- To act as Tutor for post-graduate diploma pharmacists undertaking the Diploma in Clinical Pharmacy if required.
- To participate in the education of other healthcare professionals e.g. nurses, junior doctors, patients/carers, physiotherapists and occupational therapists by providing lectures on specialist topics.

### **Professional /Clinical Dispensary Services**

Providing professional cover for dispensary services where there are frequent interruptions to answer queries, respond to bleeps and telephone calls. Tasks include:

- To review and assess patient's prescriptions in the dispensary for legality, accuracy, safety and appropriateness of drug therapy, resolving with the prescriber any problems relating to either the appropriateness of the medication or the dose.
- To check the accuracy of dispensed medicines for individual patients in the dispensary.
- To calculate and check drug doses for individual patient medication in the dispensary.
- To work with precision, accuracy and co-ordination to prepare any specialist pharmaceutical products that may not be available commercially and require extemporaneous preparation within the department, this may involve weighing, measuring, compounding where accuracy is of the utmost importance.
- To use the Pharmacy computer system to dispense medicines including cytotoxic drugs, controlled drugs, clinical trials and pharmaceuticals covered by the COSHH regulations.
- To advise patients on the safe use of their medicines.
- To use the Pharmacy computer system to supply stock medication, intravenous fluids, and controlled drugs to wards and departments.
- To receive and respond to enquiry's regarding patient care from all grades of health care professions providing information on drug-related questions of therapeutics or information of a legal or procedural nature.
- To act as a first line trouble-shooter for all aspects of malfunction of the automated Pharmacy Robot Dispensing System (RDS), including transportation errors and program crashes, ensuring the accuracy, functionality and security of the system is always maintained. Call logging with the company's helpdesk where appropriate.
- To ensure that stock is loaded into the Pharmacy RDS in an efficient manner and reporting any issues immediately that will hold up the availability of specific lines through lack of loading functionality. This includes loading single packs through the doors, filling the belts with bulk stock, checking the reasons for rejected packs and setting the system to various modes and settings.

### **Other duties**

- To implement good prescribing initiatives under the direction of the multidisciplinary ABUHB Prescribing Group. Proposing to the group issues for prescribing review occurring within your Directorate.
- To provide high quality medicines information to medical and nursing staff, and where appropriate support to the Medicines Information department.
- To collate and feedback your own intervention and audit data as determined by senior pharmacists.
- To attend relevant departmental meetings and provide advice as appropriate and liaise with appropriate staff.

- To ensure that all work is undertaken in accordance with departmental and Health Board procedures to ensure a safe system of work and that checking procedures are always carried out. Accepting professional responsibility for your own actions.
- To undertake continuing professional development as a competency requirement of the General Pharmaceutical Council.
- To participate in dispensary rotas, including late nights, bank holidays and weekends.
- To participate in the pharmacy emergency duty service.
- To perform any other duties as required by the Chief Pharmacist, Acute Services.

## **PERSON SPECIFICATION**

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>Qualifications and/or Knowledge</b>	<p>Masters Degree in Pharmacy (or equivalent)</p> <p>One year pre-registration competency based training</p> <p>Member of the General Pharmaceutical Council (GPC)</p> <p>M.R.Pharm S (Member of the Royal Pharmaceutical Society of GB)</p> <p>Postgraduate clinical specialist knowledge acquired through diploma level training i.e. Diploma in clinical pharmacy / MSC or equivalent experience</p> <p>Evidence of continuing professional development (CPD)</p>	<p>Post-graduate qualification in mental health pharmacy (relevant certificate, diploma or MSc)</p> <p>Membership of the College of Mental Health Pharmacists</p> <p>Accredited tutor for Cardiff University Clinical Pharmacy Diploma</p> <p>Accredited mentor for University of Bath Clinical Diploma</p> <p>Working towards RPS Faculty membership</p> <p>Postgraduate teaching qualification (certificate/diploma/ masters) in Pharmacy Education or demonstrable equivalent experience</p> <p>Independent prescriber</p>	Application form and pre-employment checks
<b>Experience</b>	<p>Experiences of post registration in hospital pharmacy environment.</p> <p>Recent experience of providing ward/clinical pharmacy services in a hospital setting.</p> <p>Proven ability to work independently</p> <p>Experience of being a preregistration tutor</p> <p>Experience of work place tutoring/mentoring a postgraduate clinical diploma</p>	<p>Experience of delivering training programmes or lectures.</p> <p>Understanding of how the Mental Health Act and Mental Capacity Act support safe and legal prescribing.</p> <p>Experience of providing a clinical pharmacy service to mental health settings.</p>	Application form and interview
<b>Aptitude and Abilities</b>	<p>An up to date knowledge of pharmacology, therapeutics and the principles of medicines management.</p>	<p>Ability to speak Welsh</p> <p>Knowledge of patient self-administration systems, one-stop</p>	Interview

	<p>Role of pharmacists at ward level, in the pharmacy dept and in the community.</p> <p>Organisational abilities.</p> <p>Analytical abilities</p> <p>Excellent interpersonal /communication skills.</p> <p>Computer skills.</p> <p>Ability to travel between sites</p> <p>Ability to build a rapport with patients, students and staff</p>	<p>dispensing systems etc.</p> <p>Management/leadership skills.</p> <p>Knowledge of quality improvement (QI) methodology</p> <p>Experiences in utilising QI methods in change management</p>	
<b>Values</b>	<p>Flexible and adaptable to changing demands and situations.</p> <p>Conscientious, responsible and reliable.</p> <p>Highly motivated.</p> <p>Able to function well under pressure.</p> <p>Empathy for individuals who have experienced mental health problems and ability to cope with behaviour which may be challenging at times</p> <p>Enthusiastic</p> <p>Innovative</p> <p>Good verbal and written communication skills.</p> <p>Good with patients.</p>		<p>Application Form</p> <p>Interview</p> <p>References</p>

#### **GENERAL REQUIREMENTS**

- **Values:** all employees of the Health Board are required to demonstrate and embed the values and behaviour statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered health professional:** all employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Competence:** at no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their manager/supervisor. Employees have a responsibility to inform their manager/supervisor if they doubt their own competence to perform a duty.
- **Learning and development:** all staff must undertake induction/orientation programmes at corporate and departmental level and must ensure that any statutory/mandatory

training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.

- **Performance appraisal:** we are committed to developing our staff and you are responsible for participating in an annual performance development review of the post.
- **Health & safety:** all employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's risk management, health and safety and associate policies.
- **Risk management:** it is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Welsh language:** all employees must perform their duties in strict compliance with the requirements of their organisation's Welsh language scheme and take every opportunity to promote the welsh language in their dealings with the public.
- **Information governance:** the post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **Data protection:** the post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the general data protection legislation and organisational policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation and the HB disciplinary policy.
- Records management:** as an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and human rights:** the public sector equality duty in Wales places a positive duty on the HB to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an equality policy and it is for each employee to contribute to its success.
- **Dignity at work:** the organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with



dignity and respect. All staff are requested to report any form of bullying and harassment to their line manager or to any director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB disciplinary policy.

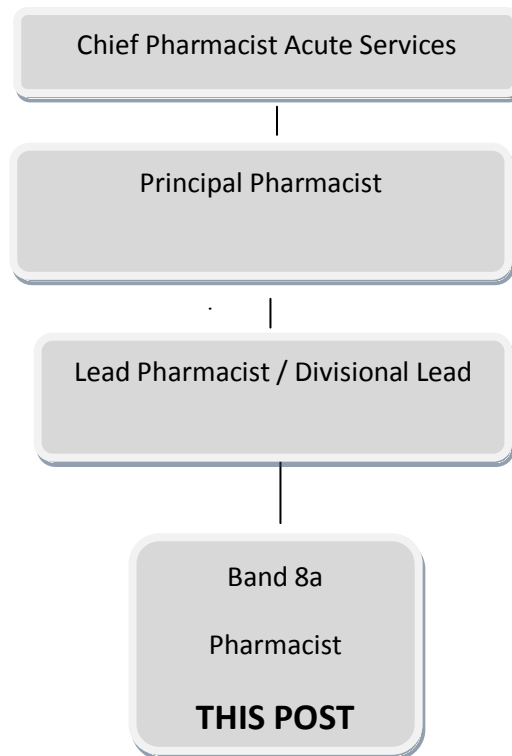
- **DBS disclosure check:** in this role you will have direct contact with patients/service users/ children/vulnerable adults in the course of your normal duties. You will therefore be required to apply for a criminal record bureau enhanced disclosure check as part of the HB's pre-employment check procedure.
- **Safeguarding children and adults at risk:** the organisation is committed to safeguarding children and adults at risk. All staff must therefore attend safeguarding children & adult training and be aware of their responsibilities under the all Wales procedures.
- **Infection control:** the organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware  
Of the content of and consistently observing HB infection prevention & control policies and procedures.

**No smoking:** to give all patients, visitors and staff the best chance to be healthy, all HB sites, including buildings and grounds, are smoke free.

**Flexibility Statement:** The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

**Job Title:** Clinical Pharmacist with Directorate

### Organisational Chart



**Job Title:** Clinical Pharmacist with Directorate

**Supplementary Job Description Information**

**Physical Effort**

This factor measures the nature, frequency and duration of physical effort (sustained effort at a similar level or sudden explosive effort) required for the job.

Examples of Typical effort(s)	How often per day / week / month	For how long?	Additional Comments
<b>Frequent light effort for short periods of time</b> Bending, stretching, and lifting of objects in the pharmacy store. Carrying boxes.	<b>Daily</b>		
<b>Combination of sitting, standing, walking occasional moderate effort for several short periods</b> Occasional restricted position sat at desk for long periods of time.	<b>Daily</b>		
<b>Frequent light effort for short periods of time</b> Kneeling, crawling, bending to manage/maintain Omnicell vending machines and pharmacy robot.	<b>Weekly</b>		

## Mental Effort

This factor measures the nature, level, frequency and duration of mental effort required for the job, for example, concentration, responding to unpredictable work patterns, interruptions and the need to meet deadlines.

Examples of Typical effort(s)	How often per day / week / month?	For how long?	Additional Comments
<b>Frequent concentration, work pattern unpredictable</b> Concentration for reviewing reports, calculations, policy documents, projects. Predictable work patterns may be interrupted by urgent requests for advice, to problem solve staff	<b>Daily</b>		
<b>Frequent concentration, work pattern predictable</b> Concentration for dispensing/checking prescriptions as act/mm technician on a rota basis.	<b>Weekly</b>		

## Emotional Effort

This factor measures the nature, frequency and duration demands of the emotional effort required to undertake clinical or non-clinical duties that are generally considered to be distressing and/or emotionally demanding.

Examples of Typical effort(s)	How often per week / month?	For how long?	Additional Comments
<b>Occasional distressing or emotional circumstances</b> Dispensing of medicines to terminally ill, distressed patients and/or relatives. Dealing with clients/patients who may be irritable, awkward and aggressive.	<b>Weekly</b>		
<b>Occasional distressing or emotional circumstances</b> Managing staff problems, providing emotional support to distressed staff members, occasionally communicating personal/confidential information including disciplinary or grievance matters.	<b>Daily</b>		

## Working Conditions

This factor measures the nature, frequency and duration of demands on staff arising from inevitably adverse environmental conditions (such as inclement weather, extreme heat/cold, smells, noise and fumes) and hazards, which are unavoidable **(even with the strictest health and safety controls)**, such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives, carers.

Examples of Typical Conditions	How often per week / month?	For how long?	Additional Comments
<b>Occasional/frequent unpleasant conditions</b> Handles contained chemicals, anaesthetic liquids, cytotoxic agents and heavy boxes of infusion fluids.	<b>Weekly</b>		
<b>Occasional/frequent unpleasant conditions</b> Exposure to verbal aggression from clients/patients.	<b>Monthly</b>		