



JOB DESCRIPTION

Pharmacy Department

Job Title	Directorate Lead Pharmacist Trauma & Orthopaedics
Base	John Radcliffe Hospital/
Grade	Agenda for change 8a
Hours of work	30 hours per week Evening, weekend and bank holiday work/Senior on Call as per rota.
Directorate	Pharmacy
Responsible to	Divisional Lead Pharmacist NOTSSCaN
Accountable to	Clinical Director of Pharmacy & Sterile Services

Job Summary:

This is a key role within the pharmacy team delivering services across the Trauma and Orthopaedics directorate. This post will be mainly based at the Nuffield Orthopaedic Centre, and lead pharmacy services to orthopaedic areas on that site. It will also support junior staff working on trauma wards at the John Radcliffe Hospital. This post is responsible for all aspects of the pharmacy service at the Nuffield Orthopaedic Centre **excluding** rheumatology. The post-holder will be an active member of both the Pharmacy and Sterile Services and Trauma and Orthopaedics directorates, to ensure continuous two-way exchange of information and maintain high standards of medicines use within the Trust.

The post-holder will:

- Be or become a knowledge expert in clinical pharmacy relating to Trauma/Orthopaedics including prescribing, screening, advising and optimising medicines use in the area
- Promote, monitor and improve the safe and cost-effective use of medicines within the trauma and orthopaedics through regular communication, budgetary reports and feedback to the directorate
- Have delegated responsibility for specific aspects of the pharmacy service at the Nuffield Orthopaedic Centre as agreed with the Divisional Lead Pharmacist and Associate Director of Pharmacy for Clinical Services.
- Represent pharmacy and ensure the role of pharmacy is considered at relevant directorate meetings.
- Work collaboratively with the highly advanced pharmacist for rheumatology to ensure all clinical areas at the NOC have sufficient pharmacy cover.
- Support and deputise for the Divisional Lead Pharmacist in the provision of a safe, effective and efficient clinical pharmacy service to the Trauma and Orthopaedics directorate, in accordance with local and national standards and strategy
- 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

- Contribute to workforce strategy to ensure the team make best use of resource to meet quality standards and operational demand.

Main Tasks and Responsibilities *(Applicable to all Specialist Pharmacists)*

Professional Practice

1. Provide a comprehensive clinical pharmacy service according to Trust agreed standards including:
 - Individual prescription review to optimise therapy
 - Confirmation of the patient's medication history
 - Advice on dosage, side-effects, cautions and monitoring required
 - Advise on administration of medicines
 - Appropriate and clear endorsing of prescriptions to ensure safe practice
 - Monitor the effect and appropriateness of medication
 - Education of patients with regards to managing their medication
 - Communication with other pharmacists to ensure efficient transfer of care and to ensure resident and weekend pharmacists have all necessary information.
 - Discharge planning, including accreditation to list discharge prescriptions.
2. Maintain a clinical expertise and develop particular areas of interest as appropriate and in accordance with the Trust and Pharmacy strategies. You will be providing and receiving highly complex information often in situations where there may be barriers to understanding. Requirement to communicate highly complex drug or medicine related information to prescribers, clinicians, patients: patients may have language difficulties, physical or mental disabilities and other professionals may challenge advice.
3. Participate in ward rounds, clinical meetings or out-patient clinics as appropriate in order to provide pharmaceutical advice to prescribers and other health care professionals.
4. Maintain non-medical prescribing competencies, or train to become a NMP and when registered with the GPhC and the OUH to prescribe within the Trust's policy for Non-Medical Prescribing.
5. Contribute to the monitoring of safe, effective and economic use of medicines in the directorate in accordance with national and local guidelines, working in collaboration with the Medicines Safety and Medicine Effectiveness Teams.
6. Analyse and critically appraise highly complex facts in order to ensure evidenced based practice when producing reviews of medicines for formulary applications, Medicines Information Leaflets and as part of Patient Group Directions relevant to the Directorate.
7. Contribute to the development, implementation and monitoring of protocols for medicines, particularly for high cost, high use and high risk medicines, in response to clinical and



business needs of the Trust and Directorate, ensuring these are integrated across the Trust as appropriate in accordance with acknowledged local and national standards, guidelines and legislation.

8. Be aware of Medicines Management/Medicines Safety issues for clinical area/directorate and where appropriate pharmacy, ensure incident forms are completed, risk assessments are undertaken and any learning is implemented and shared.
9. Act as knowledge base/resource for the specialist area and to keep up to date with current trends and research. Make informed decisions where evidence base is lacking and medical or other opinion differs.
10. Support the dispensaries by participating in the screening and checking prescriptions and dispensed items at a mutually convenient time as part of a rota (current commitment is 2 hours per working week and one whole weekend day every six weeks – this is subject to change).

Collaborative Working Relationships

This role will involve liaison with:

- Directorate & Divisional Teams
 - Consultants, Clinicians, Managers & Nursing staff
 - Directorate Leads
 - Pharmacy Clinical Services Manager
 - Pharmacy Operational Managers
 - Medicines Effectiveness Pharmacists
 - Medicines Safety Team
 - Pharmacy Education and Training Team
 - Pharmacy Clinical Trials Team
 - Pharmacy EPMA Team
 - Trust IM&T team
1. Develop good working relationships and communication with all clinical and managerial staff within area of specialist practice and provide a link regarding all aspects of the Pharmacy Service and Medicine Management, including patients/carers and healthcare professionals both within and outside of the Directorate/Trust who are associated with the continuing care of the patient.
 2. Where necessary, liaise with external agencies e.g Homecare, or aseptic service providers to ensure safe, timely and appropriate medicines supply to patients
 3. Be an active member of the pharmacy department and an integral member of your specialist area's multidisciplinary team to ensure continuous two-way exchange of information to maintain high standards of medicine use within the Trust.
 4. Use available information to influence prescribers. Keep up-to-date with prescription protocols and legislation at a local and national level and openly relate and discuss this



with all members of the clinical team as well as adapting/responding quickly to new evidence-based information when it becomes accredited and available.

5. Work with Divisional & Directorate Team Leaders and Pharmacy Operational Managers to ensure cover for sickness, vacancies and leave of any type across all sites.
6. Work with Education and training team to support pre-registration training and the tutoring of pharmacists completing the post-graduate diploma.
7. Work with colleagues in the Pharmacy directorate to support strategic developments and achieve Directorate Key Performance Indicators (KPIs) e.g. Completion of Medicines Reconciliation, TTO turnaround
8. Link with the Antimicrobial Pharmacist and Trust Infection Prevention and Control team to deliver Antimicrobial Stewardship Agenda.
9. Link with the Tissue Viability Team to ensure appropriate supply of wound care products.

Leadership & Management

1. Accept professional accountability for all actions and advice.
2. Use experience and clinical judgement to assist in problem-solving and trouble-shooting within the Pharmacy department.
3. Contribute to the planning, co-ordination and delivery of pharmacy directorate initiatives for example discharge planning, prescribing protocols, ward based technicians, pharmacists on consultant ward rounds
4. Collate and provide financial information relating to medicines spend that is accurate and identifies trends.
5. Give professional support to the site operational managers.
6. Promote relevant national, regional or local initiatives e.g. Antimicrobial Stewardship, WHO Medicines Without Harm
7. Actively promote the clinical pharmacy service and share achievements locally, regionally and nationally
8. Contribute to local, national and international specialist interest groups and conferences/meetings.
9. Lead by example and act as a role model and mentor for rotational pharmacists.
10. Maintain confidentiality at all times



11. Attend Clinical Service Unit and/or Directorate meetings to share detailed financial and medicines use reports, and learning from medication incidents to further improve the safe and cost effective use of medicines.
12. Contribute to and implement the clinical governance plans of the clinical area and the pharmacy clinical governance plans.
13. Contribute to development and implementation of Patient Group Directions, Non-Medical Prescribing and other extended prescribing, supply and administration of medicines functions within the directorate.

Education, Training & Development

1. Complete and maintain all statutory and mandatory training required by the Trust
2. Participate in annual appraisal process.
3. Maintain clinical expertise and develop particular areas of interest as appropriate and in accordance with the Trust and Pharmacy strategy.
4. Be aware of developments within own area of practice, the wider division and Pharmacy/ Medicines Management in general
5. Provide specialised professional and technical education at a professional, post-graduate or under-graduate level and at a level that patient/carers can understand in both inpatient and outpatient clinical environments across the primary and secondary care settings.
6. Develop recognition as a national and/or international expert within your speciality, using the RPS Faculty or equivalent processes where appropriate and to demonstrate excellence level expert professional practice.

Research & Evaluation

1. Participate in audits forming part of the Pharmacy Directorate audit portfolio.
2. Complete local service evaluations, quality improvement and audit relevant to area of practice
3. Support the appropriate management of clinical trials and unlicensed medicines.
4. Contribute to the establishment and running of clinical trials within the Directorate
5. Develop personal practice research in accordance with the Trust and pharmacy strategy.

Effort and Environment



1. High levels of concentration may need to be maintained for extended period
2. The majority of a Pharmacist's work requires precision and accuracy.
3. Physical effort may be necessary to stand for prolonged periods, move between departments, lifting & handling equipment or medicines.
4. Emotional effort – Effort may be required to maintain a calm and compassionate disposition when dealing with distressed patients or relatives. Duties may on occasion be considered to be distressing and/or emotionally demanding
5. There is potential for exposure to cytotoxic or cytostatic medicines and bodily fluids.

Participate in any future 7 day working patterns should the pharmacy department change its current working patterns.

Any other reasonable duties as requested by the Clinical Director of Pharmacy and Sterile Services.



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.

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.

- 1) This Post is subject to appraisal, which is a two way process.
- 2) This job description is not definitive or restrictive in any way and should be regarded only as a guide to the duties required, and also it will be understood that at a time of rapid change within the Health Service other responsibilities may be added, as determined by the Chief Pharmacist. The job description does not form part of the contract of employment.
- 3) The post-holder will be expected to participate in flexible working if introduced.
- 4) Out of hours working may be included and participation in such arrangements will be required.
- 5) Pharmacists will be required to participate in on-call arrangements according to site and experience.
- 6) Individual's continuous Professional Development needs will be identified and supported.



PERSON SPECIFICATION

Assessment through application, interview and presentation

	Essential	Desirable	Evidence
Qualifications	<p>First degree in Pharmacy (Masters) or equivalent</p> <p>Registration with the General Pharmaceutical Council</p> <p>Post-Graduate Clinical Pharmacy Diploma or equivalent experience.</p> <p>Leadership qualification or training.</p> <p>Independent Prescriber</p>	<p>MSc in Clinical Pharmacy</p> <p>Teaching qualification</p> <p>Coaching qualification</p> <p>RPS Credentialing</p> <p>Human Factors Training</p>	<p>Application</p> <p>Employment Checks</p>
Experience	<p>Broad clinical pharmacy provision in a number of different clinical areas or sectors.</p> <p>Working with senior clinicians and managers.</p> <p>Understanding of medication funding streams, drug usage and expenditure reports and use of financial reports to influence business cases and clinical practice.</p> <p>Delivering quality improvements.</p> <p>Medicines management policy development and implementation.</p> <p>Change management at a team level.</p> <p>Risk management and investigation of Incidents.</p>	<p>Recent clinical experience in the critical care.</p> <p>Recognition as an expert in a relevant clinical field at Trust level.</p> <p>Working across organisational boundaries.</p> <p>Implementing a cost reduction programme.</p> <p>Line management</p> <p>Clinical tutor for post graduate diploma</p> <p>Acting as a DPP</p> <p>Leading a team.</p>	Interview
Personal Skills	<p>Evidence based, methodical approach</p> <p>Excellent clinical prioritisation</p> <p>Negotiating and influencing</p> <p>Problem identification and resolution.</p> <p>Proven time management skills</p>	<p>Evidence of balancing conflicting priorities</p> <p>Member of the Royal Pharmaceutical Society (RPS)</p> <p>Member of relevant professional group e.g. UKCPA</p> <p>Ability to travel to all sites</p>	Interview



	ability to work under pressure. Able to work autonomously or within a team. Excellent communication & Interpersonal skills.	including the use of public transport	
Behavioural Skills	Acts in accordance with the Trust values Adaptable and resilient Professional at all times Growth mindset, and continuing professional development. Appreciation of the value of equality diversity and inclusion Ability to motivate self and others. Professional and personal integrity Facilitative, collaborative leadership approach.	Enthusiasm Positive attitude to all tasks and stakeholders.	Values Based Interview
Technical Skills	Working knowledge of Office 365.	Experience using Cerner Millenium	

Produced By: Clare Faulkner

Date: September 2021 update
May 2022,
April 2024
(personal spec standard 8A)

Approved by: Rebecca Mills

Date: March 2021