

Band 8a Lead Pharmacist for Acute Medicine / Admissions Job Description

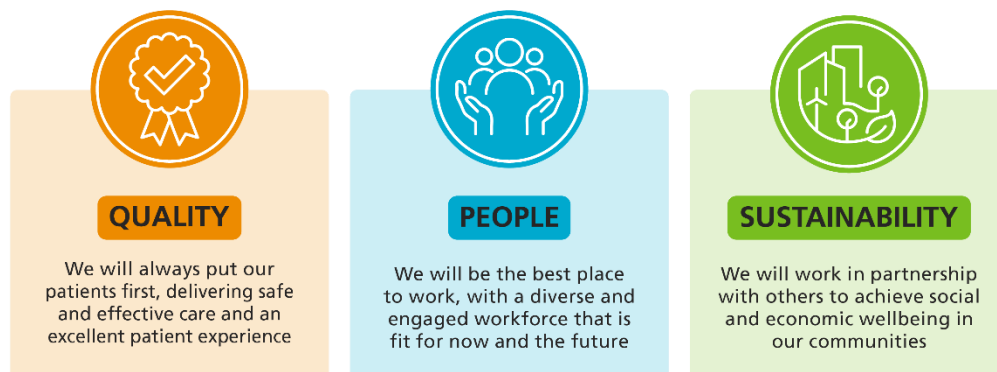
Job title:	Lead Pharmacist for Acute Medicine / Admissions
Band:	Band 8a
Hours:	22.5 hours per week
Business unit:	Clinical Support Services
Department:	Pharmacy
Location:	Warrington and Halton Hospitals
Responsible to:	Principal Pharmacist
Accountable to:	Chief Pharmacist
Responsible for supervising	Foundation Pharmacists Trainee Foundation Pharmacists Medicines Management Technicians

About us

Our Mission: We will be outstanding for our patients, our communities and each other.

Our Vision: We will be a great place to receive healthcare, work and learn.

Our Aims:



Our Values:



Role summary

The post holder will:

- Undertake Lead Pharmacist duties for area of designated specialism – Acute medicine & Admissions.
- Be responsible for delivering on the Trust medicines optimisation strategy in respect to Acute Medicine
- Perform risk assessments, clinical governance and provide assurance measures in areas of responsibility.
- Undertake relevant training to maintain competencies and further develop clinical or technical specialist knowledge in specialist area.
- Apply highly specialist knowledge to provide and develop clinical services, produce protocols or guidelines, undertake audits / research, act as a source of pharmaceutical expertise and promote cost effective use of medicines to other healthcare professionals.
- Be responsible for providing formal training / education for Pharmacy staff, other healthcare professionals (e.g. nurses, doctors, medical students) and patients, on medication use and expenditure in designated specialism and other areas at the request of the education lead.
- When registered as a non-medical prescriber, undertake the clinical management and drug treatment of designated patients.
- Take on responsibility for managing and developing staff.
- In the absence of the Clinical Pharmacist Team Manager/responsible pharmacist construct and/or amend the weekly service cover rota as required.
- Deal with issues that need senior input when acting as the most senior pharmacist available on site.
- Participate in the provision and development of pharmaceutical services to Warrington Hospital, Halton Hospital, and for other units provided with services by the Pharmacy Department under service-level agreements.

Organisation chart



Main tasks and responsibilities

Main Tasks and Responsibilities

1. Principal Responsibilities

- 1.1. Provide patient-focused acute medical advice to all healthcare professionals, during ward rounds
- 1.2. To work in conjunction with acute medical consultants and specialist clinicians to produce, optimize and maintain local guidelines.
- 1.3. Gain expert clinical pharmacist status with respect to medicines optimisation, medicines reconciliation, clinical assessment, and associated work practices, when delivering a ward-based clinical pharmacy service.
- 1.4. Lead and develop the pharmaceutical and operational skills of junior grade pharmacists, pharmacy technicians pre-registration trainees, other pharmacy staff and other Trust staff, as required.
- 1.5. Participate in regular ward rounds and specialist review panels
- 1.6. Be responsible for site-specific acute medical pharmaceutical governance ensuring that quality management systems, policies and standard operating procedures are in place.
- 1.7. Attend, present and feedback from relevant clinical business unit meetings and project boards.
- 1.8. Establish beneficial networks with other key organisations, pertinent to acute medicine, with a view to collaborating to develop best practice and standardisation of workflows.
- 1.9. Support the development of change management, marketing, communication and implementation plans for the pharmacy service, taking the lead to ensure that these are tailored and appropriate for the Trust.
- 1.10. Provide continued on-the-ground support for staff to ensure that changes and issues are managed effectively, in times of stock shortages and safety alerts, for example.
- 1.11. Lead on the measurement and assessment of relevant KPIs and Commissioning for Quality and Innovation (CQUIN) frameworks
- 1.12. Support the development of system data which can be used to populate a quality and/or efficiency dashboard.
- 1.13. To work closely with the areas and lead on information in relation to clinical and financial aspects of drug prescribing such as drug protocols and drug budget management
- 1.14. To ensure high standards of clinical and financial pharmaceutical management
- 1.15. To line manage and undertake appraisals for Rotational Specialist and Foundation pharmacists, including undertaking and managing formal Trust HR policies e.g. disciplinary, sickness, grievance.

2. Communication

- 2.1. Practice good communication techniques and appropriate attitudes towards clients, stakeholders and colleagues.
- 2.2. Be responsible for the organisation, production or delivery of presentations in designated specialism.
- 2.3. Work with the Medicines Information pharmacist to provide responses to more complex problems or enquiries that may require the assimilation of information from various sources and use of own professional knowledge and experience. Communication may be written or verbal.
- 2.4. Document general and highly specialist pharmaceutical care issues and care planning in patient's case notes, verbally informing medical/nursing staff of urgent/important actions to be taken.
- 2.5. Regularly attend consultant ward rounds and contribute to prescribing/therapy decisions. Support medical staff with the discharge of patients.
- 2.6. Participate in the implementation, communication and delivery of the clinical governance and medicines management objectives of the Trust. Take the lead in implementing such objectives in own area of responsibility.
- 2.7. Provide advice and influence prescribers and other healthcare professionals on the action, properties and the safe, cost-effective use of medicines.
- 2.8. Advise prescribers and other healthcare professionals on the action, properties and the safe, cost-effective use of medicines.
- 2.9. Communicate with prescribers and/or other healthcare professionals & senior pharmacy colleagues to determine the course of action to be taken when an incident or near miss occurs.
- 2.10. Develop links and work collaboratively with pharmacists and other healthcare professionals including prescribers within this Trust and from other healthcare agencies to ensure that individual complex patient pharmaceutical needs are addressed whilst the patient is in hospital so that on discharge patient pharmaceutical care is safely and seamlessly transferred to primary care agencies.
- 2.11. Attend and report back from Trust / external meetings relating to designated specialism and implement any changes in practice agreed by the Senior Pharmacy Management Team.
- 2.12. Receive the team brief or read the contents of the team brief monthly.
- 2.13. Attend and lead staff meetings or read the minutes of staff meetings and put into effect any actions as appropriate
- 2.14. Use tact and diplomacy convey information and influence prescribing especially when medical staff are unaware of developed policy or disagree with policies sanctioned by the Medicines Governance Committee.
- 2.15. Provide additional specialist information and provide support/clinical supervision to junior pharmacists with respect to these activities in designated specialism.
- 2.16. Present research or audit results within pharmacy and at appropriate multidisciplinary directorate audit meetings. Give presentations on specialist topics to medical students, medical staff other healthcare professionals and patient groups as appropriate.
- 2.17. Overcome barriers with communication to provide proactive and reactive pharmaceutical information and advice to prescribers, other healthcare professionals and patients taking into consideration their knowledge, skills, level of understanding and disabilities.

- 2.18. Use tact and diplomacy when communicating sensitive medicines information to patients who, for example, have not yet been informed of their diagnosis or where the medication has been started in advance of a confirmed diagnosis.
- 2.19. Provide health promotion advice to patients or carers.
- 2.20. Communicate effectively with other Pharmacy colleagues to convey information that ensures continuity of pharmaceutical care for individual patients and the availability of adequate supply of medication to meet patients' needs.
- 2.21. Develop links and work collaboratively with pharmacists and other healthcare professionals in primary and secondary care to admit and discharge patients with complex pharmaceutical needs.
- 2.22. Communicate with prescribers and/or other healthcare professionals & senior pharmacy colleagues to determine the course of action to be taken when a medication incident or near miss occurs and when necessary, discuss the incident with a patient or their relatives in order to provide advice, guidance or reassurance.
- 2.23. Comply with Trust Policy on documenting critical incidents and near misses and assist with root cause analysis and the implementation of changes in practice to reduce risk.

3. Personal & People Development

- 3.1. Undertake continuing professional development to maintain and develop specialist knowledge within clinical pharmacy, dispensing, anticoagulation, aseptic services, medicines information and medicines management, where applicable.
- 3.2. Undertake the Trust mandatory training as required.
- 3.3. Act as a clinical supervisor and encourage and provide support to enable other staff to undertake continuing professional development.
- 3.4. Provide education & training support to pharmacy colleagues, medical staff, other healthcare professionals, pre-registration personnel and students (pharmacy, medical, nursing etc.).
- 3.5. Provide relevant education and support to patients and/or carers.
- 3.6. Participate in the Trust's performance review process and, having received the necessary training, undertake personal development reviews and produce personal development plans for other staff members as required.
- 3.7. Read, understand and safely operate within the Trust and Departmental Policies and Procedural Guidelines as required.
- 3.8. Provide clinical supervision, training and support for junior pharmacists, pre-registration pharmacists, qualified and trainee clinical pharmacy technicians, and pharmacy students.
- 3.9. Work with the Principal Pharmacist in the identification of staff training needs and the provision of mentoring, education and training in general pharmacy service provision and within designated specialism for pharmacy colleagues, medical staff, other healthcare professionals, pre-registration personnel and students (pharmacy, medical, nursing etc.).
- 3.10. Maintain and update own competencies and with the Principal Pharmacist, identify own training needs and courses to develop within designated specialism.
- 3.11. Work towards objectives agreed at Personal Development Review and develop own Personal Development plan with the manager.

4. Health, Safety and Security

- 4.1. Ensure that all activities comply with the Trust and Departmental Health and Safety, Fire and Security Policies and Control Of Substances Hazardous to Health (COSHH) regulations.
- 4.2. Assist the lead pharmacist with risk assessments and the implementation of action plans to reduce risk.
- 4.3. Comply with and practice an awareness of the Data Protection Act and record information clearly and accurately.
- 4.4. Be a key holder for Warrington and Halton Pharmacy departments, in conjunction with other key holders, be responsible for the security of the un-staffed department(s) and drug stocks.
- 4.5. Take due care of own safety and assess risk when operating as a lone worker e.g. during the emergency duty commitment. Report any concerns to the Principal Pharmacist.
- 4.6. Work with the Principal Pharmacist and be pro-active in the identification of risks and the production of risk assessments and action plans.
- 4.7. Practise safe disposal of Pharmacy waste and spillage.
- 4.8. Ensure that all activities comply with the Trust and Departmental Health and Safety, Fire and Security Policies, the Control Of Substances Hazardous to Health (COSHH) regulations and the Local Rules for Radiation Safety as required by the Ionising Radiation Regulations (1999). Report any issues in the workplace that may put health and safety at risk.
- 4.9. Attend and contribute to shared workplace meetings or read the minutes of such meetings.

5. Service Provision / Development

5.1. Ward Duties

Using specialist clinical knowledge, clinical reasoning and judgment provide a routine whole system patient focused clinical ward pharmacy service which includes:

- Medication history taking & medication review followed where appropriate by intervention involving prescription amendment or clarification with or without discussion with medical staff.
 - Provide pharmaceutical information and advice to patients, medical and nursing staff, and other healthcare professionals.
 - Counsel patients on their medication and answer other medicine related enquiries.
 - Monitor whether medication related tests have been requested and order such tests where these are needed but have not been ordered.
 - Monitor test results, check whether medication changes are implemented because of such tests & instigate such changes through intervention with nursing and medical staff.
 - Monitor the therapeutic response to prescribed medication, check whether appropriate medication changes have been made and instigate such changes through intervention with nursing & medical staff.
- 5.2. Identify patients with existing medication compliance/concordance problems who receive medication in compliance aids, record this information in the patient's record and notify the community pharmacy supplier of the hospital admission and provide written medication information to the community pharmacy and general practitioner on discharge.
- 5.3. Identify patients with potential medication compliance/concordance problems, evaluate and address these problems with information or compliance aids and liaise with the community pharmacy & general practitioner to continue the medication supply in a compliance aid format.
- 5.4. Liaise with other clinical pharmacists and pharmacy colleagues to ensure efficient transfer of patient related care.
- 5.5. At the point of discharge, undertake a final review of medication and where appropriate, transcribe medication onto a discharge prescription or clinically check a discharge prescription written by a prescriber and communicate with nursing and medical staff and agree any changes that are required.
- 5.6. Ensure, as far as possible, that changes to medication that have occurred whilst the patient is in hospital are effectively recorded and communicated to the general practitioner on the discharge summary.
- 5.7. Responsible for ensuring adherence by multi-disciplinary healthcare professional in the use of guidelines, policies and PGD's, where necessary, within the area of working.

Dispensary Duties

- 5.8. Act as the responsible pharmacist.
- 5.9. Perform clinical checks and review prescriptions.
- 5.10. Intervene and amend prescriptions where appropriate.

- 5.11. Carry out dispensing of prescriptions, including extemporaneous dispensing in accordance with the agreed safe systems of work practice.
- 5.12. Carry out dispensing final checks on prescriptions.
- 5.13. Provide patient counseling, advice and information.
- 5.14. Assist with reception duties, as required.
- 5.15. Support clinical trials work within the department.
- 5.16. Train, advise and support staff and provide knowledge and guidance when required. Also provide specific information in designated specialism as necessary.
- 5.17. Use experience to support the dispensary manager and colleagues by re-prioritising pharmacist dispensary activities in periods of intense work pressures.
- 5.18. Assist the Dispensary Manager with clinical trial work.
- 5.19. Provide professional and legal responsibilities within the dispensary. Undertake prescription clinical checking, safety/appropriateness prescribing interventions, final checking and complex patient counselling duties as rostered.
- 5.20. In times of staff shortage or at bank holidays, weekends and when providing emergency duty commitment, to undertake reception and dispensing duties.

Clinic Work

- 5.21. Undertake the management of anticoagulation patients after appropriate in-house training.
- 5.22. Undertake prescribing of medicines within the remit of their personal formulary, when trained.

Medicines Management

- 5.23. Assist the Lead Pharmacist with work to support CQC evidence, Clinical Governance and more specifically Medicines Management activities within the Trust.
- 5.24. Assist the Lead Pharmacist with the provision of specialty drug expenditure information, provision of advice to improve the quality of prescribing and prescribing support.
- 5.25. Undertake medicines management, medicines safety and service development audits.

Distribution Duties

- 5.26. When providing emergency duty commitment, weekend or bank holiday services, undertake the provision of distribution services such as:
 - Cardiac arrest kits and emergency drug box supplies
 - Ward stock supplies
 - Receiving and checking goods delivered by suppliers

Stock Control Duties

- 5.27. Follow the appropriate policies and procedural guidelines assist in maintaining reasonable stock levels in the section(s) of the pharmacy in which they are currently employed and assist in ensuring correct storage and turnover of stock.
- 5.28. Follow the appropriate departmental policies and procedural guidelines and undertake the disposal or return to stock of medicinal products.
- 5.29. Be an authorised signatory for pharmaceutical purchases of up to £5000 per order.
- 5.30. Assist in maintaining systems for the control of medicines in accordance with current legislation.
- 5.31. When other grades of staff are unavailable or unable to perform these duties, undertake the following:
 - Maintain reasonable stock levels and ensuring correct storage and turnover of stock.
 - Dispose of or return to stock, medicinal products e.g. controlled drugs
 - Provide ward stock supplies
 - Replenish cardiac arrest kits and other emergency drug box supplies
 - Receive and check goods delivered by suppliers

Prescribing Duties

- 5.32. Undertake prescribing duties, following registration as a non-medical prescriber.
- 5.33. Clinically manage patients in a designated clinic and arrange clinic workload and appointments (if clinic based).
- 5.34. Prescribe for a designated condition(s) and its'/their sequelae in accordance with a clinical management plan.
- 5.35. Monitor the patients, order tests and monitor blood results and respond by modifying treatment or liaising with designated senior medical staff if medical review is required.
- 5.36. Make clear, contemporaneous records in the patient's case notes and communicate with the patient's GP after each clinic visit or where relevant.
- 5.37. Provide written information to patients, on procedures that may be needed, their condition and the therapeutic options and involve the patient in therapeutic decisions.
- 5.38. Provide other information or education for the patient as required or on request.
- 5.39. When assessed as competent, monitor and dose anticoagulant patients referred to the anticoagulation service and input patient and dosing data into the anticoagulation computer record system.
- 5.40. Counsel patients (or carer(s) if the patient is unable to fully understand the complex treatment arrangements) on the indication(s) for anticoagulation therapy, the likely duration, its mode of action, the monitoring frequency required and why, the complications of treatment, drug and food interactions and what to do if changes in diet, alcohol intake or concomitant drug therapy occur, lifestyle changes that may be required, the signs and symptoms of problems with therapy and what to do if these occur and refresh their knowledge when gaps in knowledge are identified through questioning.

6. Computer Use Duties

- 6.1. All staff are expected to have or to gain a minimum of basic level IT skills to enable them to use the Trust IT systems to support Trust services and needs. All staff should be familiar with relevant IT systems and security policies and procedures.
- 6.2. Operate the Pharmacy computer system(s) and other Trust computer systems, as appropriate.
- 6.3. Use word processing, spreadsheets and presentation software in order to produce reports and present audit results.
- 6.4. Operate the Pharmacy Computer System (JAC) and other Trust computer systems.
- 6.5. Collect and analyse data from computer systems.
- 6.6. Adhere to the systems of documentation and the maintenance of the computerised systems.
- 6.7. Access information by email, the extranet and internet.
- 6.8. Use software packages such as Microsoft Word and Microsoft Excel for producing documents or writing reports and PowerPoint for doing presentations.

7. Aseptic Duties (Undertaken by staff who have received Aseptics Unit Training)

- 7.1. As a trained and competent operator, undertake Aseptic / Radiopharmacy service duties and provide Senior Pharmacist support to the unit's dedicated staff.
- 7.2. Under a level of supervision appropriate to previous training, competency and experience, undertake the duties described below:
 - Undertake all aspects of the aseptic dispensing, accuracy checking and quality control and release of prepared radiopharmaceuticals and aseptic unit products.
 - Undertake product assembly, component sanitisation, quality assurance, environmental monitoring, stock control and maintenance of records.
 - Advise on the monitoring of total parenteral nutrition (TPN) patients and ensure that the monitoring is performed.
 - Advise on clinical and formulation requirements for individual patient's TPN.
 - Clinically check prescriptions for intravenous and intravesical cytotoxic agents and other irritant solutions.

8. Flexible Working Duties

- 8.1. Co-operate in specialist staff rotation through ward pharmacy, anticoagulation services, aseptic and radiopharmacy services, if trained to do so, and in all service provision locations.
- 8.2. Be prepared to exchange duties with other pharmacists according to the needs of the service.
- 8.3. When participating in the on-call service provision, weekend, bank holiday and late rota duties:
 - Be prepared to work alone and un-supervised whilst dealing with requests via a bleep system.
 - Prioritise workload and use decision making skills to deal with emergency requests for supplies, support, or information, referring to a senior pharmacist for advice when necessary.
 - Be responsible for securing the department at the end of a period of work and at night.

9. Quality

- 9.1. Ensure that the personal quality and accuracy of the work is maintained despite frequent interruptions.
- 9.2. Participate in achieving the Pharmacy Department's Set Objectives and the requirements of other agencies such as the National Patients Safety Agency, the Commission for Healthcare Products Regulation Agency to meet clinical governance targets, develop patient care, improve clinical outcomes, and ensure compliance with all standards expected for hospital pharmacy services and at the interface between primary and secondary care.
- 9.3. Ensure all actions and activities of yourself and others are performed and checked in accordance with Departmental Procedural Guidelines, Trust Policies, current legislation and with guidelines issued by the Health and Safety Executive, Medicines Inspectorate, or other appropriate body.
- 9.4. Participate in the development of pharmacy services and assist in the production of new procedural guidelines and the improvement of existing procedural guidelines.
- 9.5. Comply and ensure that other staff comply with the Medicines Act, the General Pharmaceutical Council Professional Standards and Practice Advice and other relevant legislation.
- 9.6. Comply with, and ensure that other staff comply with, the Data Protection Act.

10. Equality, Diversity & Rights

- 10.1. Ensure that (s)he does not discriminate against others through his/her actions or communications, by being aware and taking into consideration that people are different and thus support the Trust Policy on equality, diversity, and rights.

This job description outlines the current main responsibilities of the post. However, the duties of the post may change and develop over time and this job description may, therefore, be amended in consultation with the post holder.

Trust policies and procedures

The post holder is required to comply with Trust policies, procedures, and standards at all times.

Confidentiality

The post holder is required to maintain the confidentiality of information regarding patients, staff, and other health service business in accordance with the Caldicott Guidelines, Data Protection Act and Children's Act and all other relevant legislation as appropriate.

Risk management

All staff have a responsibility to report any risks and clinical and non-clinical accidents and incidents promptly and co-operate with any investigations undertaken.

Health and safety

All staff must be aware of their responsibilities under the Health and Safety at Work Act and must ensure that the agreed safety procedures are carried out to maintain a safe environment for employees, patients, and visitors to the Trust.

Equal opportunities

The Trust is positively committed to the promotion and management of diversity and equality of opportunity.

Conflicts of interest

The Trust is responsible for ensuring the service provided for patients in its care meets the highest standards. Equally, it is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family or friends. The Trust standing orders require employees to declare any interest, direct or indirect, with contracts involving the local health community. Staff are not allowed to further their private interests in the course of their NHS duties.

Appraisal and statutory training

All newly appointed staff will receive an initial appraisal within six months of commencing in the post. Thereafter, appraisals will be conducted on an annual basis. The post holder will undertake all statutory and mandatory training as deemed necessary by the Trust.

Safeguarding statement

The Trust is fully committed to safeguarding the welfare of all children and young people, and vulnerable adults by taking all reasonable steps to protect them from harm. All staff will receive appropriate training and induction so that they understand their roles and responsibilities and are confident about carrying them out.

Infection prevention and control

The prevention and appropriate management of infection is of paramount importance in the quality and safety of the care of patients, and to the safety of visitors and members of staff. It is the responsibility of all staff to be aware of, assess and minimise these risks and comply fully with infection prevention and control policies.

The Health and Social Care Act establishes a Code of Practice for the Prevention and Control of Health Care Associated Infections. It sets out criteria by which NHS managers ensure that patients are cared for in a clean environment where the risk of healthcare associated infections (HCAI) is kept as low as possible. Managers, heads of departments, matrons and other clinical leaders are responsible for ensuring that:

- the necessary equipment and mechanisms are in place to support infection prevention.
- healthcare workers are free of and are protected from exposure to communicable infections during their work, and that all staff are suitably educated in the prevention and control of HCAI.

Additional information

This post will be subject to an enhanced disclosure check with the Disclosure and Barring Service. For more information regarding the DBS please access the following website: www.gov.uk/disclosure-barring-service-check.

This job description will be reviewed during the annual appraisal. The employee shares with the employer responsibility to suggest alterations to the scope of duties to improve the working situation and to adapt to change and facilitate service improvement. Any changes to this role specification will be made in consultation with the post holder.

This job description must be agreed and signed by the manager and employee:

Manager name.....

Signature.....

Employee name.....

Signature.....