



## JOB DESCRIPTION

### 1. General information

<b>JOB TITLE:</b>	Prison Services Pharmacist
<b>GRADE:</b>	Band 6
<b>DIRECTORATE:</b>	Corporate
<b>HOURS OF WORK:</b>	30 hours (across Monday-Friday 10am-6pm)
<b>RESPONSIBLE TO:</b>	Senior Prisons Pharmacist
<b>ACCOUNTABLE TO:</b>	Chief Pharmacist
<b>RESPONSIBLE FOR:</b>	Providing clinical pharmacy services to allocated prisons within the Kent and Medway Prisons cluster
<b>LIAISES WITH:</b>	<p><b>Internally:</b> pharmacy staff, prison primary care staff, prison mental health service staff, IDTS and CARAT teams, prison security staff, clinical governance committee(s) for the allocated prison cluster.</p> <p><b>Externally:</b> National prison pharmacy networks, local community pharmacies.</p>
<b>BASE:</b>	Pharmacy Department, HMP & YOI Rochester

At Oxleas NHS Foundation Trust, we offer a wide range of NHS healthcare services to people living in South-East London and to people in prison across England. Our wide array of services includes community health care, such as district nursing and speech and language therapy, care for people with learning disabilities and mental health such as psychiatry, nursing and therapies.

Oxleas is a great place to work. It has been recognised as one of the Top 10 Best Places to Work 2023 by the Sunday Times amongst very big employers. Our staff survey results show that we are in the Top 5 in England and the highest in London for staff experience amongst similar trusts.

*"We are always delighted to welcome new colleagues to the Oxleas family. We care about making Oxleas a great place to work - it's a big priority in our strategy. Come and join us - it's a place where our values, teamwork, equity, and wellbeing matter and where you can really help to improve people's lives."*

Ify Okocha  
Chief Executive

We have distinctive values at Oxleas - We're Kind, We're Fair, We Listen, We Care. Our values are very important to us. They help Oxleas to be a great place to work.

## **2. Overview of the Post**

To (1) provide clinical pharmacy services to the allocated prison cluster and support the pharmacy technician on these visits and (2) be a responsible pharmacist in the dispensary when rostered.

## **3. Key Task and Responsibilities**

1. To provide on a weekly basis the pharmacy clinical service provision to the allocated cluster of prisons, following standard operating procedures (SOPs).
2. To ensure you personally have high standards of work, both clinical and dispensing and follow all SOPs as directed by the senior prison services Pharmacist.
3. To work with the pharmacy technician in the allocated cluster and to support this technician professionally when on site.
4. To implement the prison formulary, in collaboration with primary care colleagues.
5. To generate monthly reports on drug expenditure for the allocated cluster prisons and to advise the prescribers on areas for improvement and efficiencies.
6. To act as responsible pharmacist when rostered to do so in the dispensary.
7. To ensure all work is carried out in a timely manner to meet the requirements of the delivery service across the prisons.

## **Management Responsibilities**

1. To supervise the day-to-day work of the pharmacy technician when on site in the allocated prisons.
2. To manage your own time efficiently whilst on prison visits.

## **Clinical**

1. To undertake scheduled clinical visits to each of the 3 prisons in the allocated cluster. On these visits you will:
  - a. undertake MUR's for offenders identified as requiring assistance by healthcare staff.
  - b. review the medication history of newly admitted offenders to ensure prescriptions are correct and if necessary make recommendations to bring prescribing in line with local formulary choices.
  - c. provide scheduled clinics for offenders to give advice and support on their prescribed medicines, OTC medicines and other medical issues they may raise.
2. Monitor prescribing trends and give advice to healthcare staff to improve prescribing in line with formulary choices and/or current clinical thinking.

3. Promote healthy lifestyles for offenders in line with local and national guidelines or promotions.
4. To attend the allocated cluster clinical governance/medicines management committee(s) and provide information with the assistance of the Specialist Prisons Pharmacist.
5. To work closely with the primary care providers to ensure safe prescribing, use, storage and transport of medicines within the secure environments.
6. To highlight to the specialist prison services pharmacist where Patient Group Directions (PGDs) may be useful in the allocated cluster. To train nursing staff in your allocated cluster in the use of these PGDs and to monitor use/compliance on an on-going basis, reporting any discrepancies to the senior pharmacist prison services.
7. To liaise with the specialist prison services pharmacist to review PGDs in use every 1-2 years on a rolling basis as determined by the senior pharmacist prison services.
8. To assist the specialist pharmacist prison services to introduce new prescribing guidelines/medicines within the allocated cluster prisons.
9. To demonstrate on-going continual professional development (CPD) and be responsible for self-development and learning within the field of pharmacy or other speciality where appropriate.

### **Dispensary**

1. To act as responsible pharmacist when rostered to do so in the dispensary.
2. 1. To dispense prescriptions if required when in the dispensary.
3. To undertake clinical screening and final accuracy checks when working in the dispensary.
4. To organise the sale of OTC medicines following a request from an offender in the allocated prison cluster.

### **Communication**

1. Discuss with the specialist pharmacist prison services, clinical judgments where information is highly complex or lacking or ambiguity exists prior to making a final clinical judgement. Where such judgements are outside of your clinical ability to refer the situation to a more senior pharmacist.
2. To communicate with the primary care team(s) in your allocated prisons to ensure the safe and secure prescribing, handling and storage of medicines.

### **Research**

1. To follow systems in place to support the implementation of evidence-based guidelines into practice within the allocated prisons.
2. To participate in clinical audit as required.

### **On-Call**

1. To participate in the on-call rota to provide support and advice to the primary care teams when pharmacy is closed.
2. To liaise with the local community pharmacies to dispense urgent medicines during these times.

### **Other**

1. Post holders will need to undertake a prison security check (level 1) prior to being employed, as well the standard NHS recruitment checks.
2. To appreciate the secure environment you are working in and to adhere to all prison procedures as necessary.

***The following statements are mandatory for all job descriptions:***

### **Terms and Conditions**

The post holder is subject to the terms and conditions of OXLEAS NHS FOUNDATION TRUST. This Job description gives an outline of the post and is subject to review in consultation with the post holder.

### **Confidentiality**

The Post holder must maintain the confidentiality of information about patients, staff, and other health service business in accordance with Trust Policy.

### **Risk Management**

The Post holder will ensure compliance with the Trust's risk management policies and procedures. These describe the Trust's commitment to risk management, the recognition that our aim is to protect patients, staff and visitors from harm and stress and that all staff have a responsibility to minimise risk.

### **Infection Control**

All staff are required to be familiar with the Trusts infection control policies, and national guidance in relation to infection control. All staff whose normal duties are directly or indirectly concerned with patient care must ensure that they complete mandatory infection control training and are compliant with all measures known to be effective in reducing Healthcare Associated Infections.

### **Equality, Diversity and Human Rights**

Oxleas is an organisation which values difference and promotes equality, diversity, and inclusion. Our Equality and Human Rights Policy and Strategy are designed to ensure that all our staff (including agency, bank, students, volunteers, and contractors) as well our service users, carers and members of the public are treated with dignity and respect. The Trust policies, procedures and practices are reviewed regularly to ensure that everyone who falls under the list of Equality Act 2010 protected characteristics does not suffer discrimination, either directly or indirectly. The current list of protected characteristics includes Age; Disability; Gender Re-Assignment; Marriage and Civil Partnership; Pregnancy & Maternity; Race; Religion and Belief; Sex and Sexual Orientation.

### **Health & Safety**

All staff must be aware of the responsibility placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe condition for employees, patients, and visitors.

### **Professional and NHS Codes of Conduct**

You are required to act at all times in accordance with the relevant professional Codes of Conduct and Accountability (including, where applicable, those for Board Members). In addition, all management staff must comply with the 'Code of Conduct for NHS Managers' and 'Standards of Business Conduct for NHS Staff'.

**Safeguarding**

It is the responsibility of all staff to safeguard and protect children and adults at risk at all times and staff must report any concerns as per Safeguarding Children and Safeguarding Adults policies, which are available on the Trust's intranet. Every member of staff must undertake regular mandatory safeguarding training at a level relevant to the role.

**Financial Management and Control of Resources**

All staff are responsible for the security and the property of the Trust, avoiding loss or damage and being economical and efficient in the use of resources. Staff are required to act in accordance with the rules and regulations as described in the Trust's Policy relating to the Financial Management and Control of Resources'.

**Customer Care**

It is the aim of the Trust to provide patients and clients with the best possible care. All staff are required to put the patient/client first and do their utmost to meet requests and needs courteously and efficiently.

**Personal/Professional Development Planning/Mandatory Training**

All staff should have a personal development plan and in conjunction with their manager, should actively determine and pursue agreed training and development needs and opportunities. All staff are required to attend mandatory training as designated by the Trust.

**Sustainability**

Demonstrate social and environmental responsibility and help establish Oxleas NHS Foundation Trust as a sustainability leader. Collaborate to contribute to or lead change management towards Oxleas NHS Foundation Trust goal of reaching Net Zero by 2040 as stated in the Green Plan.

**No Smoking**

Oxleas NHS Foundation Trust has a no smoking policy. Staff are not permitted to smoke within or on Trust premises.

### 3. Our Values

We have distinctive values at Oxleas - We're Kind, We're Fair, We Listen, We Care.

Our values are very important to us. They help Oxleas to be a great place to work. We want everyone who works at Oxleas to live our values and we will expect this of all our new joiners.

Our Values and Behaviours framework describes what it means for every one of us in the Trust to put our values into action. The framework can be found on our Trust Website: [Our values - Oxleas NHS Foundation Trust](#)



Signed by Line Manager

Signed by post holder

Date

Date

Print Name

Print Name

**Note:**

**Please attach an organisational chart alongside, a person specification, and Job Description.**



## PERSON SPECIFICATION

**JOB TITLE:** Prison Services Pharmacist

**DEPARTMENT:** Forensic and Prison Services, OPS HMP Rochester

**GRADE:** Band 6

Criteria	Essential	Desirable
<b>Education/Qualifications</b>		
Masters Degree of Pharmacy or equivalent	✓	
Registered with the General Pharmaceutical Council of GB (GPhC)	✓	
Certificate in Clinical Pharmacy or equivalent (or working towards)		✓
Evidence of CPD	✓	
<b>Experience</b>		
Previous prison/hospital/community pharmacy experience in the UK	✓	
Experience of providing clinical pharmacy services	✓	
Experience of providing clinical services to mental health or substance misuse patients		✓
<b>Skills/Abilities/Knowledge</b>		
Recent clinical pharmacy practice	✓	
Sound basic clinical skills		✓
Computer literate	✓	
Good communication skills, both written and oral, of complex drug information	✓	
Ability to use own initiative and plan own work		✓
Experience of working in a busy dispensary	✓	
Ability to work well under pressure and to meet deadlines	✓	
Able to work to written procedures	✓	
Ability to use (or learn to use) computer packages including JAC and Microsoft	✓	JAC
Ability to sustain concentration over long periods	✓	
Team player	✓	
Ability to supervise support staff	✓	
Ability to resolve conflict		✓
<b>Effort/Environment</b>		
Regular use of computer to data input, review patient records and for dispensing	✓	
Ability to remain standing for several hours	✓	
Frequent requirement for concentration when regular disruptions can occur	✓	
Some lifting of boxes and heavy bags	✓	
Exposure to medicines in containers controlled by COSHH regulations	✓	
Working within a secure environment	✓	

Other Requirements		
Self motivated and task focused	✓	
Good time management	✓	
Attention to detail	✓	
Good record of general health	✓	
Committed to self and service development	✓	
Flexible and adaptable	✓	
Trustworthy	✓	
Ability to drive and access to a car	✓	

*NB These are not definitive lists if there are any others specific to a post, please add to the form which should then be signed by the line manager and post holder alongside the Job description.*

Signed by Line Manager

Signed by post holder

Date

Date

Print Name

Print Name