

## JOB DESCRIPTION

### 1. JOB DETAILS

<b>Job Title:</b>	<b>Rotational Pharmacist</b>
<b>Band:</b>	<b>Band 6</b>
<b>Base</b>	<b>Royal Surrey County Hospital</b>
<b>Department / Portfolio</b>	Pharmacy Department
<b>Reports to:</b>	Allocated line manager and department lead
<b>Accountable for</b>	<i>Supervising pre-registration pharmacists, pharmacy technicians and assistants as relevant to rotational area</i>

### 2. JOB PURPOSE

- To work in partnership with the Chief Pharmacist and all other pharmacists to ensure safe, effective, economical and timely pharmaceutical care for all patients receiving a pharmaceutical service from the department
- As part of a structured rotational programme, dispense and supply medicines; assist in the production of aseptic products; provide medicines advice; provide a ward and dispensary based clinical pharmacy service and ensure compliance with medicines legislation including local policies
- To provide out of hours emergency pharmacy services
- To undertake the post graduate Certificate in Pharmacy Practice or equivalent

#### 2.1 JOB SUMMARY

- As part of the clinical pharmacy team to provide a clinical pharmacy service to inpatients beds, taking responsibility for allocated ward area or allocated patients
- Provide clinical supervision for the work of pre-registration pharmacists, medicines management technicians, rotational technicians, pharmacy assistants and pharmacy students
- Rotational post that will work in 5 areas of the pharmacy including the Main Dispensary and St Luke's Satellite Oncology Dispensary, Aseptic Unit, Clinical Services, Medicines Information and Community Services
- The post holder is guided by departmental procedures, good manufacturing practice and hospital policies



### 3. KEY RESULT AREAS/MAIN DUTIES AND RESPONSIBILITIES:

Main Duties and Responsibilities:

#### *Service Management and Development*

- To comment on proposed changes to departmental policies and current practices and suggest changes for own area of work. Assist with implementation of these as required
- To report, when requested on workload and activities in all departments
- To participate in discussions concerning the operation and development of the pharmacy service
- Assist leads with developing, implementing and reviewing procedures and documentation for provision of pharmacy services at the required frequency to ensure that they are up to date, relevant, validated and meet current requirements of the trust
- Maintain good communication between staff within the department and between members of the Multi-professional teams and external customers
- To ensure compliance with appropriate medicines legislation
- To be professionally, ethically and legally responsible and to be accountable for all aspects of own work
- Follow and conform to relevant standards of care
- Follow departmental procedures and ensure all actions are documented where appropriate

#### *Staff management*

- Act as a role model and mentor for pre-registration pharmacists in all departments
- Supervise the work of less experienced staff
- Clinical supervision of work by pre-registration pharmacists, medicines management technicians, rotational technicians, pharmacy assistants and pharmacy students
- Responsible on a daily basis for supervising, mentoring and co-ordinating the work of junior staff as relevant to the rotation
- Delegate duties / responsibilities appropriately to junior staff
- Responsible for managing and prioritising own workload to ensure high priority patients are dealt with first
- Required to work independently without direct supervision from senior colleagues and make decisions within own professional capabilities. Accountable for own professional actions: guided by national protocols, legislation, hospital formularies and departmental policies and procedures
- To decide on priorities for own work area, balancing other patient related and professional demands and ensures that these remain in accordance with rotational speciality
- Able to contact senior pharmacists for advice at anytime including when on call

#### *Staff Development and Training*

- To supervise and direct pharmacy technical staff in clinical issues in order to deliver pharmacy services
- To maintain own continuous professional development (CPD), as per department policy and guidelines from the General Pharmaceutical Council (UK), keeping abreast of new trends and developments and incorporate them as necessary into your work
- To be an active member of the department through attendance and presentation at staff meetings, tutorials, training sessions, external courses, reflective practice, journal club and clinical supervision
- To study for and complete a post-graduate qualification in clinical pharmacy ie Diploma in pharmacy practice



- To contribute, under the direction of senior staff, to the training/supervision of NHS staff including pre-registration pharmacists and pharmacy undergraduates including signing off records of evidence for pre-registration pharmacists
- Attend study days and departmental educational meetings
- Successfully complete validations relating to controlled drug dispensing and checking and 200 item accuracy checking validation including separate clinical trial and oral chemotherapy checking competencies
- Participate in and supervise new staff in the department's induction programme including new basic grade pharmacists at ward level and in the dispensary.
- Assist in the training of dispensary staff to ensure an appropriate level of competence and to maintain an up-to date service
- To provide planned formal and informal teaching for any members of Trust staff as directed by the senior clinical pharmacists. This will include nurses; doctors; pre-registration pharmacists; pharmacy university undergraduates; pharmacy technicians, assistants and student technicians
- To be a role model and mentor to Pre-Registration Pharmacists and junior staff
- Responsible for approving practice evidence and testimonial statements for pre-registration pharmacists ensuring the evidence produced is valid and accurate for submission to the General Pharmaceutical Council of Great Britain
- The post holder will be required to undertake an in-house induction and training programme to ensure familiarity with the departmental procedures and prove checking competency according to the dispensary policies
- Develop and maintain a strong working knowledge of all work, processes and procedures undertaken within the areas of the rotation
- Develop and maintain own knowledge and skills within rotational areas
- To be responsible for the self- development of skills and competencies through participation in learning and development activities, and to maintain up to date technical and professional knowledge relevant to the post
- The post holder's performance will be formally reviewed, training needs identified and objectives agreed every 12 months as part of the Trust 1:2:1 appraisal which includes review and update of PDR

#### *Clinical/Patient care*

- Responsibility for Pharmaceutical Patient Care including the monitoring of diagnostics and investigations
- To analyse drug charts and patient information in order to provide advice on medicines and dosage
- To record, analyse, advise and act on data and statistics, entered either manually or by electronic means
- To provide a clinical ward based service to designated wards including community hospital wards at Milford and Haslemere Hospitals, on a rotational basis, working as part of a multi-disciplinary team, in accordance with departmental policy. This will include:
  - Medicines reconciliation on admission
  - Review medication to ensure safe and effective use taking into account patient and disease factors to advise medical staff on tailoring patients' treatment.
  - Formulation and documentation of individual pharmaceutical care plans.
  - Review and update of care plans depending on response, results of investigations and adverse effects, in accordance with the departments pharmaceutical care standards.



- Therapeutic drug monitoring for specific drugs (e.g. vancomycin) that may cause adverse clinical outcomes if not monitored and provide advice regarding this.
  - Ensuring any risk associated with drug therapy is minimised.
  - Proactively anticipate and resolve admission and discharge issues relating to the provision of pharmaceutical care.
  - Educate and counsel patients on safe and effective use of their medication to ensure compliance.
  - Educate trust staff including nurses and doctors about all aspects of medications including for example administration, dosage, side effect profile and availability.
  - Make changes to prescribed medications in accordance with hospital guidelines
- 
- To provide a ward based pharmacy service to other wards on the request of a Senior Clinical Pharmacist.
  - To undertake a pharmaceutical review of all patients using analytical skills and use evidence based practice and judgement to address the patient's individual pharmaceutical care needs.
  - To provide specialised evidence-based medicines advice and recommendations on all aspects of drug therapy, to patients and Trust staff, tailored to the patient's medical, social and cultural needs.
  - Participate in the implementation of good clinical practice through current government directives and clinical recommendations (NICE) as directed by lead pharmacist.
  - To attend ward rounds and multidisciplinary meetings as directed by senior pharmacy staff to ensure a co-ordinated approach to patient care.
  - Prioritise own workload to meet cut-off times for work and to ensure timely resolution of identified pharmaceutical problems using judgement skills to take the best course of action and provide high quality patient care.
  - To record all relevant information in the patient's medical notes (paper or electronic) and interventions in line with legal and departmental policy. This includes communication in writing with other agencies e.g. GPs, community pharmacists and PCN pharmacists.
  - To communicate drug or medicine related information, including occasionally complex drug regimens, to patients and carers. Tailoring the information to the patient's specific needs. The patients may have language difficulties, physical or mental disabilities.
  - To communicate highly complex drug or medicine related information to NHS staff. The information provided may challenge the views of the staff it is communicated to for example disagreement between doctor and pharmacist opinion.
  - Participate in the development of the Medicines Management and clinical services.
  - Responsible for assessing the suitability and quality of Patient's Own Drugs (PODs) for extended use on wards according to local procedures and promote patient's concordance with prescribed medicines.
  - To encourage the reuse of patient's own medicines and self-administration of medicines where appropriate.
  - Responsible for timely supplies of new, additional or absent medications at ward level and accurately transcribe orders for individual patients for use in hospital and at discharge as part of the one-stop dispensing process. Including the review of ward stock lists.
  - To ensure the safe and timely discharge of patients on drug therapy and liaison with appropriate internal and external agencies.



- To proactively provide information to trust staff and patients, including local GP's and PCT staff, to aid seamless care.
- To ensure compliance with appropriate medicines legislation at all times.
- To be professionally, ethically and legally responsible, and to be accountable for all aspects of own work.

### *Dispensary*

- Responsible for clinically assessing non-clinically checked prescriptions in the dispensary and liaising with medical/nursing/pharmacy staff to ensure legality, clinical appropriateness and clarity of prescriptions
- Be responsible for own safe and accurate medication dispensing and checking.
- Be responsible for own dispensing of controlled drugs (CD) and accurate completion of CD registers and for checking those dispensed by other pharmacy staff.
- Be responsible for controlled drug checks on allocated wards / departments and own pharmacy stock and for legal destruction of controlled drugs in accordance with the trusts procedures.
- Be responsible for ordering urgent medicines in a timely manner in liaison with the purchasing technician.
- Counsel patients on safe and accurate use of their medicines.
- Prioritise dispensary workload according to clinical need.
- Undergo training and take responsibility for safe and appropriate use of high-risk and specialised medicines including oral chemotherapy.
- Show competency and take responsibility for final checking dispensed items.
- Accurately check pre-dispensed packs for use within the trust.
- Provide professional, clinical and legal supervision in the dispensary as allocated, including the provision of controlled drugs and clinical trials under the management of the senior dispensary pharmacists. To act as the Responsible pharmacist.
- Assist in the distribution of medicines to patients, wards and departments and help to maintain systems for the control of drugs in accordance with current legislation.
- To ensure, as part of the pharmacy team, that work within the pharmacy department is performed in accordance with the recommendations contained in the Guide to Good Pharmaceutical Manufacturing Practice and its supplements.
- Be responsible for accurately checking the formulation, compatibility and stability of any extemporaneously made products at the Trusts main pharmacy.
- Liaise with and assist the Lead Technician in prioritisation of workload and supervision of dispensary technical staff, as required.
- The post holder will be required to have knowledge of dispensary procedures at the St Luke's Cancer Centre Pharmacy.
- Supply information and answer queries from patients, ward staff and external customers relating to the supply and delivery of medicines.
- Receive prescriptions and provide advice on the availability of items for dispensing, including advice on methods of payment for prescriptions and dispensary waiting times.
- Provide advice to customers on OTC (over-the-counter) medicines and use of dispensed medicines.
- Responsible for ensuring dispensing errors are reported promptly.
- Accurately check all dispensed items from valid prescriptions for inpatients and outpatients according to departmental procedures to provide a safe, accurate and timely service. This includes controlled drugs, high risk and specialised medicines such as oral chemotherapy, investigative medicinal products, unlicensed and compassionate use medicines.





- Ensure all prescriptions are accurately endorsed when checking.
- Responsible for own dispensing of controlled drugs and for the safe and accurate final check of controlled drug prescriptions dispensed by other pharmacy staff, having completed the in house competency programme. Ensure the completion of all legal records and regular stock balance checks have been carried out. Comply with procedure and legislation relating to all aspects of Controlled Drug handling.
- Complete patient records for specialist prescriptions, unlicensed products, blood products and vaccines issued.
- Responsible for accurately checking the formulation, compatibility, clinical suitability and stability of any extemporaneously made products within the Dispensary ensuring high quality products are provided in a ready to use form.

#### Stock management

- Check, unpack and put away controlled drugs ensuring that the stock is correct, fit for use, stored correctly and that stock is rotated to ensure minimal wastage.
- Responsible for transferring stock between the Pharmacy Store, and the Dispensary ensuring that the pharmacy computer system is updated appropriately.
- Propose changes to dispensary stock levels of drugs dependent on usage.
- Investigate stock discrepancies of controlled drugs under direction of senior manager.
- Responsible for the receipt and issue of controlled drugs; completion of legal records and checking of routine stock balance. Checked orders received then passed to pharmacy office for invoice matching.
- Sign for the delivery of controlled drugs and ensure delivery notes are dealt with appropriately ready for invoicing
- Liaise with pharmacy office to resolve discrepancies in controlled drug orders to ensure the availability of controlled drug stock.
- Maintain a log of expired controlled drug stock and ensure that all expired stock is booked off the computer system appropriately.
- Carry out 3 monthly controlled drug stock checks on allocated ward(s)/ departments as directed by senior pharmacists.

#### *Medicines Information (MI) -*

- To provide medicines information service to trust staff and patients, including local GP's and PCT staff, members of the public, specialist medicines information centres, community hospitals and pharmaceutical industries, under the supervision of the Medicines Information Pharmacist. This would involve the provision of accurate, evaluated, up to date information and advice about medicines to ensure the safe, clinically effective and cost effective use of medicines.
- Maintenance of pharmacy files that allow timely and efficient access to information and the query answering service.
- Proactive contribution to local and national programs for information and Health Promotion.
- Assist in the training of trainee pharmacists.
- To evaluate and summarise medicines information in line with departmental procedures and the United Kingdom Medicines Information guidance on medicines information to ensure all medicines information queries are answered to the highest possible standard.
- To provide the medicines information service fully in the absence of the Medicines Information Pharmacist in liaison with senior support.
- Regularly create and develop reports, letters and patient information leaflets in answer to medicines information enquiries.



### *Aseptics*

- If new to the department the post holder will be required to undertake a 12 week in-house training programme to ensure familiarity with the principles of Good Manufacturing Practice and departmental procedures. This training will be reviewed annually.
- Develop and maintain a strong working knowledge of all work, processes and procedures undertaken within the aseptic services department.
- Follow departmental procedures and ensure all actions are documented where appropriate.
- Have a clinical knowledge of the specialities covered by Aseptic Services to be able to make interventions when required. In particular develop and maintain specialist knowledge of chemotherapy protocols.
- Receive information and answer queries from patients, wards, transport drivers, porters and external customers relating to the services provided by the department.
- Provide advice on the availability, stability and compatibility of aseptically prepared drugs.
- Be responsible for in process checking of aseptically prepared products having undergone the appropriate accreditation.
- Be responsible for the final check and release of aseptic products, having completed the appropriate accreditation, providing high quality, sterile products in a ready to use form.
- As part of the final check / release role to ensure environmental monitoring, cleaning and operator validations have been undertaken. Take action to resolve any out of specification results before products are released.

### *Clinical Trials*

- Responsible for own clinical screening, accurate dispensing and checking of clinical trial drugs having completed relevant competencies as per SOP's.
- Accurately complete clinical trial logs, dispensing records and other documentation associated with the dispensing of clinical trial material for oncology and non-oncology trials that often require adherence to complex procedures to ensure patient safety.
- Follow clinical trial policies and propose changes to the SOP's in liaison with the Clinical Trial's Pharmacist if necessary to ensure safe and accurate dispensing.
- Provide advice to patients and staff on safe and accurate administration of clinical trial medication.

### *Research, Development and Audit*

- Participate in Research, Quality and Audit projects undertaken by the Dispensary, Clinical and Medicines Management Teams and the general Pharmacy Department and document all necessary information to continually improve patient care and services.
- Lead an audit of clinical or pharmaceutical activities during your rota as appropriate to continually improve patient care or service delivery under the guidance of senior pharmacist.
- Participate in research, quality and audit projects undertaken within each area of rotation within the pharmacy department. Document all necessary information.
- Assist in the preparation of action plans resulting from audits.
- To record, analyse, advise and act on data statistics, entered either manually or by electronic means.
- Undertake practice research in accordance with the pharmacy research agenda.

### *Computer Systems*



- Use the Pharmacy Computer system (JAC) to accurately produce dispensing labels, to generate requisitions for drugs, to print traces for controlled drug discrepancies as needed.
- Book out drugs on the Pharmacy computer system to ensure an accurate database of the use of these items by patient name, location and cost centre.
- Accurately enter patient details onto pharmacy computer patient record system.
- Take personal responsibility for the accurate and timely input of information onto the pharmacy computer system to ensure the maintenance of a reliable database including patient details.
- Be familiar with word processing, spreadsheet, presentation software and emails.
- Be familiar with the dispensary procedures for the back up system if JAC is down.
- Competent in the use Trust IT systems for obtaining patient details and blood results.
- Responsible for the security of confidential passwords.
- Use of specialist on line databases to access reference medical information.

### *Finance, Resource Management and Security*

#### *Finance*

- To ensure adherence to the Trust's Medicines Formulary to ensure appropriate medicines are prescribed and promote cost effective use of medicines in the trust to reduce wastage.
- To assist in the monitoring of drug usage and identification of new prescribing practices that will impact on the drug budget under the direction of senior colleagues.
- Prepare billing information (prescription charges owing, private prescriptions, invoiced sales) for external customers for dispensary services provided.
- To ensure adherence to the Trust's Medicines Formulary to ensure appropriate medicines are prescribed and promote cost effective use of medicines in the trust to reduce wastage.
- Responsible for handling cash and card payments for prescription charges and OTC sales

#### *Security*

- Be a signatory for the departmental keys. Take responsibility for maintaining the security of the pharmacy at all times, including out of hours, this includes opening and locking the department.
- Authorised holder of the controlled drug cupboard keys.
- Be responsible for adhering to the pharmacy department's and RSCH Trust's security procedures for maintaining the security of the pharmacy department and the trust's patients, staff and visitors.
- Responsible for having a working knowledge of the pharmacy panic alarm system.
- Responsible for holding master keys for individual medicines lockers and drug trolleys on the ward.
- Responsible for the safe and secure handling of medicinal products.

#### *Resource Management and Stock Control*

- Sign for the delivery of drugs and ensure delivery notes and invoices are dealt with appropriately.
- Assist with the ordering of pharmaceuticals by manually requesting out of stock medicines or urgent items as needed.
- Propose changes to pharmacy or ward stock levels of drugs, as necessary. Perform a stock list review for allocated wards.
- Distribution of Pharmaceuticals





- Responsible for liaising with the ward and the pharmacy to ensure timely supply of medications to patients. This includes advising the ward on pharmacy service cut-off times.
- Review and sign off changes to stock lists for clinical area as appropriate.
- Responsible for enforcing cut off times within the pharmacy and ensure all dispensed items meet transport deadlines.
- Assist in the distribution of medicines to patients, wards, and outside units. This includes liaising with the transport department to ensure the timely and cost effective delivery of drugs on occasion under the direction of the Logistic and Dispensary Managers.

#### Health and Safety

- Be aware of environmental conditions within the dispensary and report any faults as necessary to a senior manager.
- Assist in maintaining all equipment and surfaces to ensure all dispensing equipment is kept clean and ready for use.
- Be aware of the hazards involved in the handling of cytotoxics and make every effort to minimise risks of exposure to themselves and others.
- Be familiar with and be able to follow cytotoxic and other medication spillage procedures.
- Be familiar with the hazards involved in handling microbiological media.
- Be aware of the Health and Safety aspects of work, including the prompt recording and reporting of accidents to the Chief Pharmacist, and ensuring that equipment used is safe.
- To comply with the organisational and departmental policies and procedures and to be involved in the reviewing and updating as appropriate
- Be familiar with and act in accordance with local hospital Health and Safety policies and COSHH.
- Undergo training sessions for Manual Handling, Fire Training and other mandatory training e.g. infection control, hand-washing, MRSA policies at regular intervals in accordance with Trust policy.
- Be familiar with procedures for the segregation and safe disposal of waste, including clinical drug waste, generated by the department.
- Ensure all areas of work are kept clean, neat and tidy.
- Be aware of and comply at all times with regulations of the Health and Safety at Work Act, the Medicines Act and the Misuse of Drugs Act and any national, regional and local guidelines to ensure a safe and legal delivery of service
- Be familiar with and comply with the Trusts intrathecal policy.

#### Clinical Governance

- To be responsible for investigating medication incidents in allocated clinical area/ dispensary under the direction of a senior pharmacist.
- To ensure that all errors, complaints and adverse incidents related to pharmacy are promptly reported in accordance with Trust guidelines.
- In order to work within the Trust Clinical Governance framework, which includes Clinical Negligence Scheme for Trusts (CNST) Standards accreditation, you must be fully competent and trained to undertake allocated tasks.
- To practice competently, you must possess the knowledge, skills and abilities required for lawful, safe and effective practice without direct supervision. You must acknowledge the limits of your professional competence and only undertake practice and accept responsibilities for those activities in which you are competent. This includes use of medical equipment. The post holder must always work in accordance



with the professions Code of Ethics as given by the General Pharmaceutical Council (UK).

#### Other Duties

- Maintain a broad level of pharmacy practice through ensuring a broad base of pharmaceutical knowledge.
- Participate in education and training programmes to develop skills as part of a commitment to continuing education and the concept of lifelong learning.
- Attend and contribute to regular team meetings.
- Participate in the daily activities of the department including late night duty, locking up, Saturday, bank holiday and emergency duty rotas.
- Any other duties as reasonably required by the Chief Pharmacist or Deputy Chief Pharmacist

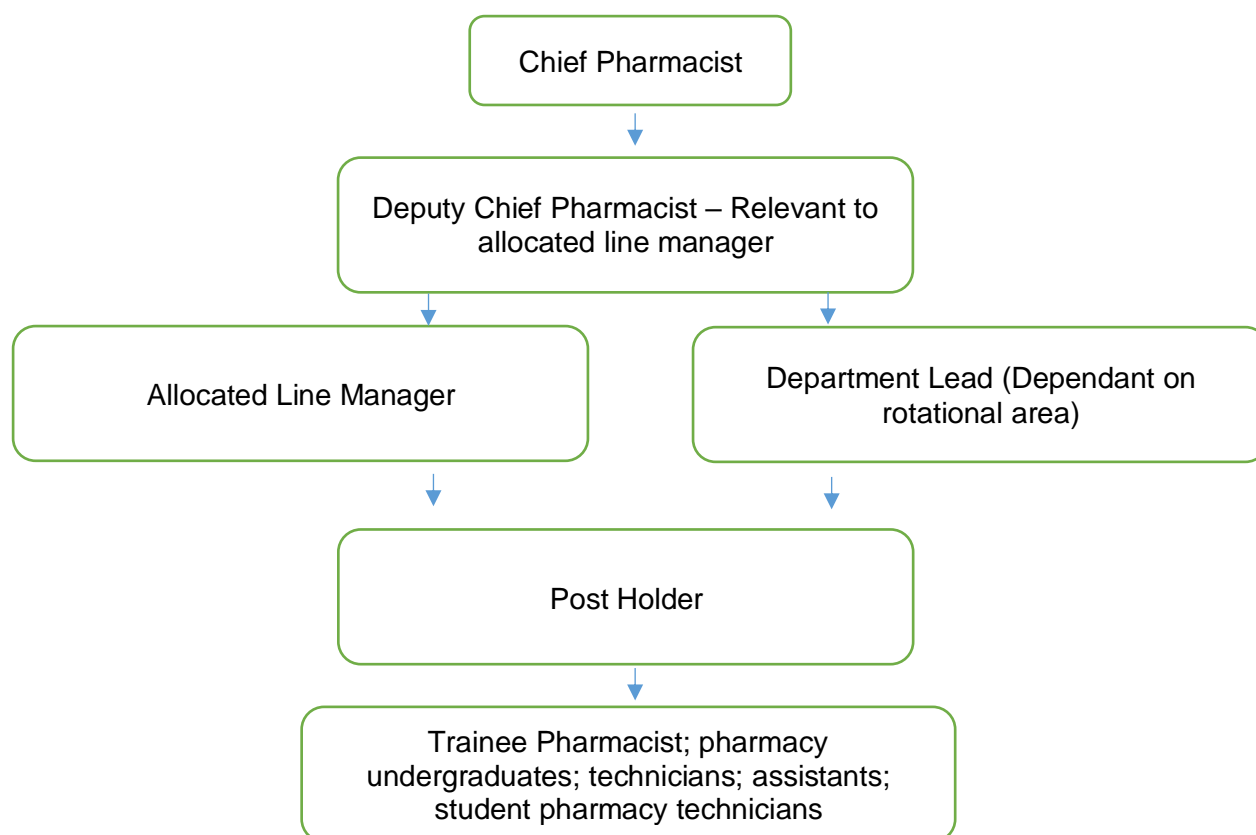
## 4. KEY WORKING RELATIONSHIPS AND COMMUNICATION

Internal to the Trust	External to the Trust
Pharmacy staff Ward Multi-disciplinary teams Working groups	Working across boundaries Working with other external partners, professional bodies, Community and PCN Pharmacists, General Practitioners and Practice Nurses, Nursing Home Staff, Milford and Haslemere Hospital Staff, Hospital pharmacists from outside Trusts

#### Communication

- Develop and maintain good communication between staff within the department and between the pharmacy ward staff and external customers to ensure optimal patient care.
- Develop and maintain good working relations and communication links with medical, nursing, managerial staff and external customers.
- To regularly communicate and collaborate with and liaise effectively with other members of the multi-professional and pharmacy team within the Trust to ensure optimal pharmaceutical care.
- To communicate complex drug or medicine related information, including complex drug regimens, to patients and carers. Tailoring the information to the patient's specific needs. The patients may have language difficulties, physical or mental disabilities.
- To communicate complex drug or medicine related information to NHS staff.
- To provide planned formal and informal teaching for any members of Trust staff as directed by the relevant Line Manager. This will include pre-registration pharmacists; pharmacy university undergraduates; pharmacy technicians and assistants and student technicians.
- To maintain comprehensive documentation and records according to legal and departmental requirements. This will include all entries on prescription charts, in medical notes and in the electronic patient record.

## 5. DEPARTMENT CHART OR REPORTING STRUCTURE OF THE POST:



## 6. OTHER RESPONSIBILITIES

### Management

- To be responsible for the self- development of skills and competencies through participation in learning and development activities, and to maintain up to date technical and professional knowledge relevant to the post

### Finance

You are required to comply with the Trust Standard of Business Conduct policy and the NHS Codes of Conduct and Standards of Business Conduct for NHS Staff and you are required to declare all situations where you (or a close relative or associate) have a controlling interest in a business (such as a private company, public organisation, other NHS organisation or voluntary organisation) or in any other activity which may compete for an NHS contract to supply goods or service to the Trust.

### Confidentiality

All employees must respect and protect the confidentiality of matters relating to patients or other members of staff and must comply with the requirements of the Data Protection Legislation. This means that the protection of personal data in any form of media (e.g. system, paper, word of mouth by any means that personal information can be processed) is a requirement by law. Any member of staff found to have permitted unauthorised disclosure of

personal confidential and sensitive information and is found in breach of their duty of confidentiality could lead to disciplinary proceedings in accordance with the trust's disciplinary policy. No confidential information must be accessed, read, discussed, or disclosed unless it is necessary in the pursuance of the legitimate duties of their role.

## Equal Opportunities

- The Royal Surrey is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. A copy of Equality and Diversity Policy and our Single Equality and Diversity Scheme are available from the Human Resource department or on the internet/intranet.
- Staff must ensure that they treat members of staff, patients and visitors with dignity and respect at all times and report any breaches of this to the appropriate manager.

## Corporate Governance

- The Trust, as a public organisation, is committed to acting with honesty, with integrity and in an open way. The Trust Board of Directors is responsible for ensuring that Trust services are managed in this way. We are working together to achieve the highest levels of compliance with the risk management standards promoted through the NHS Executive's Controls Assurance programme and the Clinical Negligence Scheme for Trust (CNST). All of us are expected to become familiar with these standards as they relate to our work and further details are available from your manager.
- One of the controls assurance standards relates to Health & Safety. Under the Health & Safety at Work Act 1974, all of us have a duty:
  - To take reasonable care of ourselves and others at work;
  - To co-operate in meeting the requirements of the law.
- All staff must have an understanding of the Trust's Health and Safety policy and be aware of the responsibilities associated with this.
- All staff must adhere to the Trust's Infection Control Policies and maintain the standards laid down in those policies, complying with dress codes and hygiene codes in all clinical areas.

Further details are available from the Trust's Health & Safety Advisors.

## Safeguarding

Royal Surrey NHS Foundation Trust has a safeguarding policy for both adults and children and is committed to the protection of children, young people and adults. The Trust acknowledges that, due to the nature of hospitals, many people who would not normally be considered vulnerable can be in a position where they lack capacity or have reduced control. It also recognises that abuse of vulnerable adults/children can occur within domestic, institutional and public settings, and as such we have a responsibility to protect patients and associated dependents within our care. All employees have a responsibility to meet the statutory requirements to safeguard and promote the welfare of both children and adults to ensure that they come to no harm and to raise any concerns regarding safeguarding. All employees would be fully supported in raising any safeguarding concerns. All employees must be aware of Trust policies in relation to safeguarding and must adhere to them at all times.



## Infection Control

Infection Prevention and Control is the responsibility of all Trust staff.

All staff have a responsibility to protect service users, visitors and employees against the risk of acquiring health care associated infections by consistently observing Trust Infection Prevention and Control Policies and procedures and best practice guidance in order to maintain high standards of Infection Prevention and Control.

### Our vision, mission and values

The Trust undertook a listening exercise with its staff which has formed our vision, mission and values. We are currently working with staff to define our new behaviours which will become part of everything we do.

### Our Mission

Together we deliver compassionate, safe care every day.

### Our Vision

To provide nationally celebrated, community focused health and care.

### Our values are:

- **Continuously improving**  
Continuously improving is not just a value.  
It's what unlocks our innovation.
- **Excelling together**  
Excelling together is not just a value.  
It's what we do every day.
- **Caring together**  
Caring together is not just a value.  
It's what sets our Royal Surrey family apart.
- **Learning together**  
Learning together is not just a value.  
It's what keeps our services safe.

## 7. RIDER CLAUSE

This is an outline of duties and responsibilities. It is not intended as an exhaustive list and may change from time to time in order to meet the changing needs of the Trust and Division.

Signed (Employee):----- Date:-----

Print name (Employee):-----

***Royal Surrey NHS Foundation Trust aims to ensure that no job applicant or employee is unfairly disadvantaged on the grounds of race, colour, nationality, ethnic origin, age, disability, sex, sexual orientation, marital status/civil partnership, religion/belief or trade union status.***





## PERSON SPECIFICATION

### POST: Rotational Pharmacist

### BAND: 6

\*Assessment will take place with reference to the following information

A=Application form

I=Interview

T=Test

C=Certificate

Area	Essential	Desirable	Assess- ment
<b>Values and Behaviours</b>			
<b>ESSENTIAL CRITERIA FOR ALL POSTS</b>			
Demonstrable commitment to and focus on quality, promotes high standards to consistently improve patient outcomes	√		A/I
Demonstrable skill to work together to serve our community through delivering safe and excellent clinical care	√		A/I
Value diversity and difference, operates with integrity and openness	√		A/I
Treating others with compassion, empathy and respect	√		
Share information openly and effectively with patients, staff and relatives	√		
Works across boundaries, looks for collective success, listens, involves, respects and learns from the contribution of others	√		A/I
Uses evidence to make improvements, increase efficiencies and seeks out innovation	√		A/I
Actively develops themselves and others	√		A/I
Occupational Health and DBS clearance required for the specific role	√		A/I
<b>Qualifications</b>			
Masters degree in pharmacy or equivalent and 1 year pre-registration training	√		A/I
<b>Knowledge and Experience</b>			
Membership of the General Pharmaceutical Council (Great Britain) as attained following successful completion of one year pre-registration practical training and registration examination	√		A/I
Professional knowledge acquired through vocational Masters degree in pharmacy (4 years) or equivalent	√		A/I
Good core therapeutic knowledge and clinical skills as assessed through competency framework. Competencies are: Delivery of Patient care; Problem Solving; Personal; Management and organisation	√		A/I/T
Experience of working effectively within multidisciplinary groups		√	A/I
Evidence of activity in audit		√	A/I
Current developments in pharmacy		√	A/I



Changes occurring in the NHS		√	I
Hospital pharmacy experience		√	A/I
<b>Skills and Capabilities</b>			
Evidence of good communication skills/Diplomacy (verbal and written) with healthcare professionals and patients. To convey complex and potentially sensitive information	√		A/I/T
Able to demonstrate a high level of competency in all areas outlined in the job description and the skills to deliver them.	√		A/I/T
Good clinical reasoning and judgement	√		A/I
Skills for analysing drug charts and complex patient and medicine information in order to provide advice on medicines	√		A/I/T
Evidence of successful relationships with colleagues and pharmacy personnel	√		A/I
IT literacy including Microsoft Office programs, pharmacy and EPR system, Trust intranet. (Essential with training)	√		A/I
Meet set targets	√		A/I
Meet expected levels of practice as defined by others	√		A/I
Ability to influence Junior medical staff	√		A/I
Ability to influence senior pharmacy and medical staff, the multidisciplinary team and management		√	A/I
Methodical and able to prioritise workload	√		A/I/T
Able to work with accuracy and attention to detail in a timely manner	√		A/I/T
Capable of working alone without direct supervision from line manager	√		A/I
Able to delegate authority appropriately		√	A/I
Ability to identify and meet own training needs		√	A/I
Previous experience of problem solving and risk assessment	√		A/I
Evaluates quality of own work	√		A/I
Works effectively in a team	√		A/I
Accuracy of dispensing, transcription and endorsement	√		A/I
Good time management skills	√		A/I
Good Presentation skills	√		A/I/T
<b>Personal Attributes</b>			
Used to working in a busy environment	√		A/I
Adaptability, flexibility and ability to cope with uncertainty	√		A/I
Willing to engage with and learn from peers, other professionals and colleagues in the desire to provide or support the most appropriate interventions	√		A/I
Professional appearance, calm and efficient manner	√		A/I
Demonstrates a strong desire to improve performance and make a difference by focusing on goals	√		A/I
Ability to work independently	√		A/I
Commitment to undertake postgraduate education qualification	√		A/I
Evidence of continual personal development	√		A/I