

Job Description and Person Specification

Working in partnership

The Royal Wolverhampton NHS Trust
Walsall Healthcare NHS Trust



**Care Colleagues
Collaboration Communities**

Vision

Our vision is to 'To deliver exceptional care together to improve the health and wellbeing of our communities'. Our vision has been updated to reflect the closer working of our organisations and to focus on our core purpose of improving the health and wellbeing of our communities.

A vision is more than a few words – it reflects our aspirations, helps to guide our planning, support our decision making, prioritise our resources and attract new colleagues.

Strategic Aims and Objectives

Our strategy is based around four strategic aims - referred to as the Four Cs.



Care	Excel in the delivery of Care	
Colleagues	Support our Colleagues	
Collaboration	Effective Collaboration	
Communities	Improve the health and wellbeing of our Communities	

Our strategic aims reflect our four key areas of focus and consider the key influences from the environment within which we operate.

Our aims incorporate feedback from colleagues working for both organisations as well as the public and external stakeholders, e.g. the Integrated Care Board and other providers.

Our strategic aims are underpinned by strategic objectives (detailed later in the document) – these are more specific measures which we use to judge our achievement.

Job Description

1. Job Details

Job Title:	Lead Pharmacist – Emergency Surgery
Band:	8a (Band 7 to 8a step up may be considered if all essential criteria are not met – see Essential criteria marked with*).
Reports to (Title):	Principal Pharmacist for Division 1
Trust Website:	www.royalwolverhampton.nhs.uk
Directorate:	Pharmacy
Department / Ward:	Pharmacy
JD Number:	1631
DBS Check Required	Enhanced with Adult's and Children's Barred List

2. Job Summary

- Responsible for the delivery, development, evaluation, and co-ordination of clinical pharmacy services for emergency surgery services in line with the objectives of the clinical director, division and the RWT pharmacy strategy
- Deliver an expert level of clinical pharmacy services to wards and departments within emergency surgical services.
- Responsible for all aspects of medicines management to optimise patient's care involving the use and re-use of medication.
- To independently prescribe medication for patients within the trust; the post holder will be supported to complete the independent prescribing course if not already a prescriber upon commencing the role.
- Postholder will be encouraged to use the RPS Advanced Pharmacy Framework to support their development, with guidance from our Principal Pharmacist for Education and Training.

3. Main Duties and Responsibilities

Clinical Responsibilities

- To manage, provide, co-ordinate and evaluate clinical pharmacy services to the emergency surgery pathway part of surgical services. This role includes provision of ward-based pharmacy services to emergency surgical patients encompassing:
 - Participation in consultant led ward rounds
 - Medication reconciliation and review
 - Identification of patients who need additional help with their medication
 - Discharge medication service referral to community pharmacy
 - Prompt identification, preparation of patients for early discharge and where possible complete the discharge process at ward level. Accurately document information relating to medications initiated or discontinued following admission and the follow up required
 - Counselling on changes to medication regimens and high-risk drugs e.g., warfarin
 - To prescribe medication for patients using the Trust's electronic prescribing system, when appropriate and within the limits of personal and professional competence
 - To provide advice to patients and their relatives, nurses, prescribers, and other healthcare professionals on the correct use of medication and ensure that directions associated with medications are understood.
 - To identify drug related admissions and where appropriate follow through with a yellow card report to the Medicines & Healthcare products Regulatory Agency (MHRA).
 - To advise nursing and medical staff on the reconstitution, administration, and side-effects of intravenous drugs, including complex drug calculations and compatibilities
 - To resolve medicines related problems associated with individual patients between primary and secondary care.

- To evaluate the clinical appropriateness, safety and legality of prescriptions based on the patients' disease, co-morbidities and other medication and treatment taken, contacting the prescriber to make agreed changes as appropriate and clearly documenting rationale, and agreed actions in the medical notes and clinical web portal.
- The post holder will act as a role model for the specialist clinical pharmacists, rotational pharmacists, ward-based technicians, foundation/undergraduate pharmacists and all other members of the pharmacy team.
- The post holder will be responsible for the evaluation of new drugs within surgical services for presentation to the Regional Medicine Optimisation Formulary Committee/Trust Medicines Management Group. The post holder will monitor use of drugs following approval and challenge instances where the drug is not prescribed in accordance with the terms set by the Formulary.
- To provide specialist clinical pharmacy expertise to senior clinical staff of the multi-disciplinary team within emergency surgical services to enable implementation of local and national standards including national service frameworks, NICE guidance, and Healthcare Commission recommendations. In addition, to maintain, develop, and implement prescribing guidelines/policies for the Trust and the local health economy in line with evidence-based medicine.
- The post holder will oversee the delivery, development, and review of clinical pharmacy services to emergency surgical services in line with the divisional and departmental objectives.
- To take the lead in the provision of clinical pharmacy expertise for the identification and management of risk issues with reference to risks associated with medication. To act as a resource for the directorate in investigation of clinical incidents and complaints regarding medication. To contribute to the clinical governance agenda in surgical directorate and pharmacy.
- Maintain contact with appropriate specialists and groups both nationally and locally to enable best practice to be identified and incorporated into RWT practice.
- Support the continued vertical integration of pharmacy service across primary and secondary care, actively supporting the development of virtual ward pharmacy to support admission avoidance and reducing medication related readmissions.

Management/leadership responsibilities

- Supported by the Principal Pharmacist Division 1 (Surgical), lead the delivery of a comprehensive specialist clinical pharmacy service to wards and departments within emergency surgical services.
- To line manage rotational or fixed clinical pharmacists as required. To undertake individual performance review and objective setting with the named pharmacist and be responsible for all personnel issues for this post holder.
- The post holder will act as a mentor for clinical pharmacists, rotational pharmacists, and foundation/undergraduate pharmacists. To include objective setting, performance review and facilitation of post graduate assessments.
- The post holder will provide professional support to the ward based technical pharmacy staff and supervise the daily provision of technical pharmacy services to emergency surgery services.

- To lead in the development and evaluation of new and existing clinical pharmacy services within the surgical directorate. Where appropriate to take the lead in the identification of the need for services and in the evaluation of new services implemented

Educational/Training/Research responsibilities

- To participate in training of all pharmacy and medical staff, this will involve working the principal pharmacist for Education and Training and assigned Universities as appropriate.
- To teach medical and independent prescribers good prescribing practices according to legal and Trust requirements to reduce clinical risk.
- To co-ordinate and participate in the provision of education for pharmacy staff and members of the multidisciplinary team on medicines management issues within surgical services
- To support the organisation and development of foundation/undergraduate pharmacists and rotational pharmacists training within surgery. To co-ordinate the placements for undergraduates within surgical services
- To take responsibility for your own continuing professional development (CPD) and maintain an up-to-date portfolio of evidence to meet the General Pharmaceutical Council of Great Britain's requirements for CPD.
- To act as an educational practice supervisor for rotational pharmacists undertaking post graduate clinical training qualifications or pharmacist undertaking independent prescribing qualification (whichever is deemed appropriate) OR a designated supervisor for foundation level pharmacists undertaking their foundation year of training. Supporting developmental feedback during a period of training and assessment and be able to identify & support those trainees requiring additional assistance including interfacing with employment performance management procedures.
- To contribute and promote a work-based learning culture, completing statutory & mandatory training as required by the Trust.

Financial responsibilities

- To monitor, evaluate and project future drug usage and expenditure for surgical services. Produce financial reports as required by the Director/Divisional Lead for emergency surgical services.
- To identify areas where drug expenditure may be minimised and negotiate/influence practise within the multi-disciplinary teams to realise these cost improvements.
- To assist the specialities in applications for funding for new drugs and /or changes in prescribing practise which have financial implications and require additional funding.

Research and development

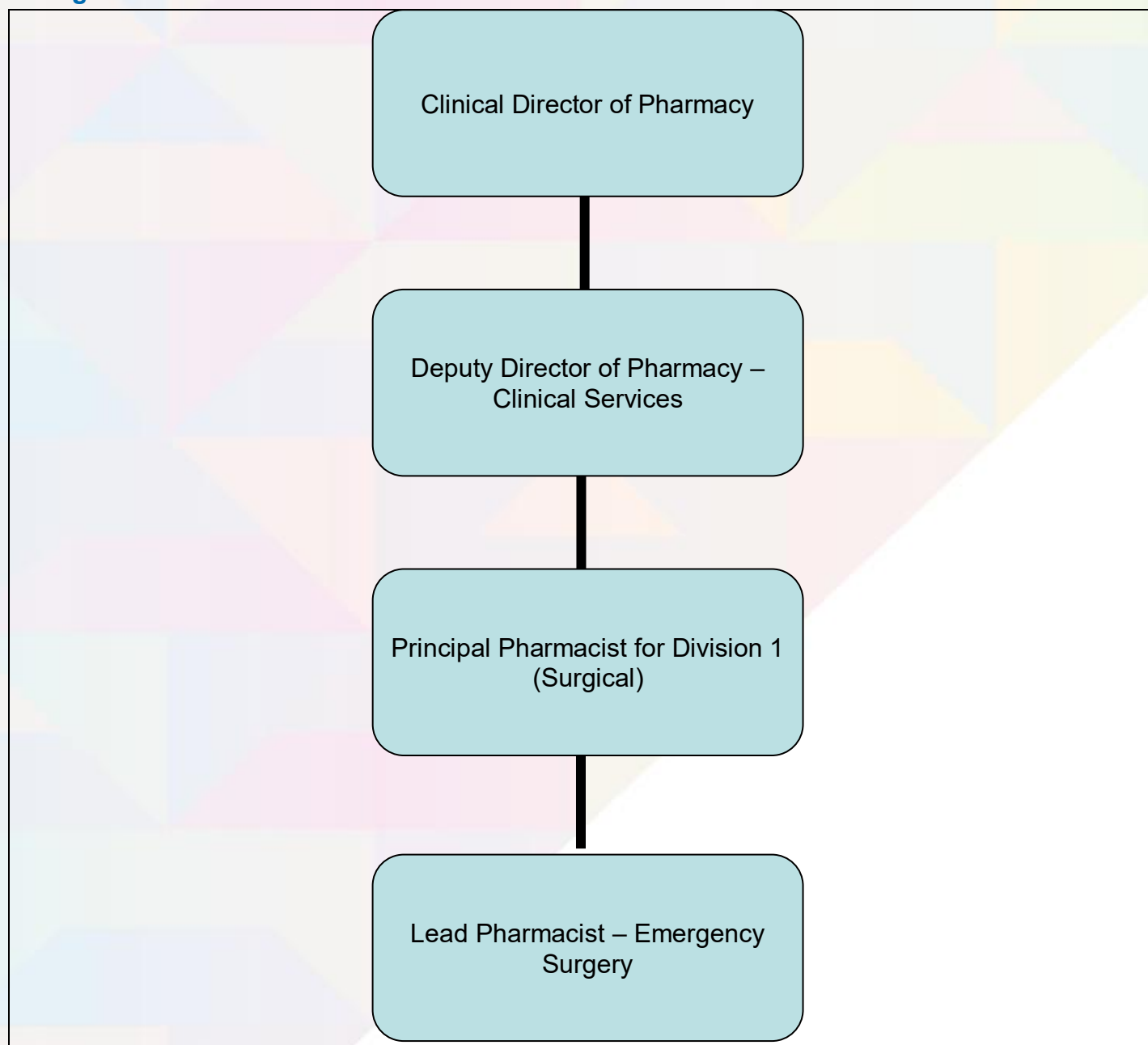
- To co-ordinate pharmacy input into multi-disciplinary audit and pharmacy led audits within surgical services. To produce written reports and /or present results of audit to the multi-disciplinary team. Where applicable to publish the results of such projects.
- Make recommendations for policy/procedural changes and lead on implementation of any changes within surgery across the Trust based on audit and research findings.

General Obligations

- The post holder will participate in a clinical pharmacy service to emergency surgical wards and departments.
- The post holder will contribute to extended hours of service, including late evening working, Saturdays, Sundays, and bank holidays according to formal rota arrangements.
- The post holder may be required to join the group of senior pharmacists to support the back up on-call rota in line with the departmental arrangements.
- To report any suspected or observed defects in drugs, medicinal products, and equipment to the Deputy Director of Pharmacy.
- To be familiar with, and maintain, safe standards of work and adequate records of all processes.
- The post holder will have due regard for and always conform to relevant professional and occupational code of professional practice and guidelines. This includes the General Pharmaceutical Council standards, the Medicines Act, the Duthie Report, relevant Controls Assurance requirements, Health and Safety at Work, Manual Handling, the Control of Substances Hazardous to Health (COSHH) and associated Trust policies and procedures.

All staff working for RWT are required to have an understanding and demonstrate compliance with GDP for the distribution of medicinal products for use in patients in line with the wholesale and home office licenses held by RWT pharmacy department.

4. Organisational Chart



This job description is not intended to be an exhaustive list of duties and it may be reviewed and altered in the light of changed service needs and developments after discussion with the post holder.

Infection Prevention

Maintain a current knowledge of infection prevention and control practices and policies through annual mandatory updates and role specific training.

Demonstrate a current knowledge of infection prevention and control practices through the delivery of clinical care and maintenance of a safe environment in accordance with infection prevention and control practices and policies. Take part in infection prevention initiatives in the local area. Challenge infection prevention practices, reporting breaches using relevant Trust policies as appropriate (e.g. incident reporting policy).

Equal Opportunities Policy

It is the aim of the Trust to ensure that no job application or employee receives less favourable treatment on grounds of sex, disability, age sexual orientation, race, colour, nationality or ethnic or national origins or is not placed at disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end, the Trust has an Equal Opportunity Policy and it is for each employee to comply with and contribute to its success.

Health and Safety

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and associated legislation, to maintain a safe working environment for both staff and visitors, to observe obligations under organisational and departmental Health and Safety Policies, maintaining awareness of safe practices and assessment of risk.

Data Protection

If required to do so, to obtain, process and/or use information held on computerised or manual records in a fair and lawful way in line with the Data Protection Act 2000. To hold data only for specific purpose and not use or disclose it in any way incompatible with such purpose. To disclose data only to authorised persons or organisations, as instructed.

Customer Care

It is the aim of the hospital to provide patients and other service users with the best possible care and services. In order to meet this aim, all our staff are required at all times to put the patient and other service users first and do their utmost to meet their requests and needs courteously and efficiently. In order that staff understand the principles of customer care and the effects on their particular post and service, full training will be given.

Safeguarding

All employees have a responsibility to support the safety and well-being of children, young people and adults at risk of harm and to practice in accordance with legislation. Knowledge, skills and competency are to be maintained according to role and responsibilities in order to fulfil Safeguarding Children and Adults at Risk responsibilities. All employees are expected to comply with existing local Safeguarding policies and procedures, and Trust and Wolverhampton Safeguarding Children Board and Safeguarding Adults at Risk requirements.

Smoking Policy

The Trust provides a smoke-free work environment.

Confidentiality

The Trust is fully committed to encouraging its staff to freely contribute views on all aspects of health service activities, especially those on delivery of care and services to patients. However, you shall not, either during or after the end of your employment (however it is terminated), divulge to any unauthorised person confidential information relating to the Trust. This includes, but is not limited to, information covering patients, individual staff records, industrial relations, financial affairs, contract terms and prices or business forecasts.

Your obligations of confidentiality under this clause shall not prevent you from raising genuine concerns about healthcare, or a belief that criminal conduct, breach of a legal obligation, health and safety breaches or damage to the environment has been, is being, or is likely to be committed, or any information tending to show any of the above has been, is being, or is likely to be, deliberately concealed, provided that such disclosure is made in good faith and in accordance with the provisions of the Public Interest Disclosure Act 1998 and the Trust's Policy on Raising Concerns at Work-Whistle Blowing Policy, a copy of which is available from the Human Resources Department.

Development

The Trust is committed to supporting the development of all staff. All employees have a responsibility to participate in regular appraisal with their manager and identify performance standards for the post. As part of the appraisal process employees have a joint responsibility with their line manager to identify any learning and development needs in order to meet the agreed performance standards required of the post holder.

NHS Constitution

The Constitution establishes the principles and values of the NHS in England. It sets out rights to which patients, public and staff are entitled, and the pledges which the NHS is committed to achieve, together with responsibilities which the public, patients and staff owe to one another.

All NHS Bodies private and third sector providers supplying NHS services are required by law to take account of this Constitution in their decisions and actions.

A handbook accompanying the constitution may be found by going to NHS Constitution for England - Publications - GOV.UK that essentially provides further and more detailed explanation of each of the rights and pledges.

Criminal Records

This post is not subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be a submission for Disclosure to be made to the Disclosure and Barring Service to check for any previous criminal convictions is not necessary.

AfC Person Specification

This document describes the qualities required for a post-holder that are not captured by the JD.

Band 7 to 8a step up may be considered if all essential criteria are not met – see Essential criteria marked with*

Specification	Description	Rating – Essential (E) or Desirable (D)	Method of Assessment – Application Form (AF) / Interview (Int.) / Presentation (P) / Test (T)
Qualifications	<ul style="list-style-type: none"> Master's degree in Pharmacy (MPharm) or equivalent Pharmacist registered with the General Pharmaceutical Council (GPhC) To have or be working towards a postgraduate clinical diploma or equivalent qualification. Membership of the Royal Pharmaceutical Society of Great Britain An independent prescriber Additional postgraduate qualifications 	<p>E</p> <p>E</p> <p>E*</p> <p>D</p> <p>D</p> <p>D</p>	<p>AF</p> <p>AF</p> <p>AF</p> <p>AF</p> <p>AF</p> <p>AF</p>
Experience / Skills	<ul style="list-style-type: none"> Minimum of four years post-registration experience, at least three of these working recently in an acute Trust setting. Experience of working as part of the Pharmacy team within the surgical speciality. Ability to demonstrate a wider understanding of pharmacy practice and the workings of the NHS, 	<p>E*</p> <p>E</p> <p>E</p>	<p>AF</p> <p>AF / I</p> <p>AF / I</p>

	including clinical trials, prescribing and medicines management.		
	<ul style="list-style-type: none"> • Ability to understand the working of an acute Trust and the role of the Pharmacy Directorate within that Trust. 	E	AF/ I
	<ul style="list-style-type: none"> • Ability to understand the workings of the Finance Department with respect to its interaction with the Pharmacy Directorate. 	E	AF/ I
	<ul style="list-style-type: none"> • Ability to understand the importance of interactions with the directorates throughout the Trust and with directorate managers with respect to medicines budget management and research and development. 	E	AF/ I
	<ul style="list-style-type: none"> • Ability to demonstrate a moderate level of generic IT skills, particularly with respect to word processing, presenting, spread sheets, databases, websites, email, and the use of use of internet searching. 	E	AF
	<ul style="list-style-type: none"> • Commitment to, and evidence of, formal continuous professional development (CPD). 	E	AF / I
	<ul style="list-style-type: none"> • Ability to manage own time effectively and prioritise appropriately. 	E	AF / I
	<ul style="list-style-type: none"> • Ability to lead and drive initiatives to achieve objectives, particularly those involving clinical trials and finance, both in the Pharmacy Directorate and throughout the Trust as a whole. 	E	AF / I
	<ul style="list-style-type: none"> • Ability to work both on own initiative and to co-operate within a team to achieve desired outcomes. 	E	AF/ I
	<ul style="list-style-type: none"> • Ability to analyse and resolve highly complex situations, and able to provide expert advice when required. 	E	AF/ I

	<ul style="list-style-type: none"> • Experience in supervising, training and assessing staff. 	D	AF
	<ul style="list-style-type: none"> • Expert knowledge of good dispensing/distribution/manufacturing practice. 	E	AF/ I
	<ul style="list-style-type: none"> • Experience of implementing and delivering the objectives of cost improvement programmes. 	D	AF/ I
	<ul style="list-style-type: none"> • Experience of compiling business cases in the hospital environment would be desirable. 	D	AF/ I
	<ul style="list-style-type: none"> • Experience of developing and implementing Standard Operating Procedures (SOPs). 	D	AF/ I
Communication Skills	<ul style="list-style-type: none"> • Excellent verbal and written communication skills. (E) 	E	AF
	<ul style="list-style-type: none"> • To provide written information in a concise readable manner for patients and colleagues. (E) 	E	AF/ I
	<ul style="list-style-type: none"> • To communicate complex information effectively in a calm, courteous manner to patients and all levels of colleagues. (D) 	D	AF / I
	<ul style="list-style-type: none"> • Formal presentation skills. (D) 	D	AF
	<ul style="list-style-type: none"> • Excellent report writing skills. (D) 	D	AF
	<ul style="list-style-type: none"> • Facilitating and negotiating skills. (D) 	D	AF / I
	<ul style="list-style-type: none"> • Excellent leadership skills. (D) 	D	AF / I
	<ul style="list-style-type: none"> • Ability to communicate well with a wide range of staff from a range of disciplines from both within and outside the NHS. (D) 	D	AF / I
	<ul style="list-style-type: none"> • Ability to enthuse and engage multidisciplinary teams to include consultant clinicians, accountants, and finance managers as well as pharmacy staff. (D) 	D	AF / I

	<ul style="list-style-type: none"> • Networking skills, disseminating good practice both regionally and nationally. (D) 	D	AF / I
	<ul style="list-style-type: none"> • Ability to represent the work done by the Pharmacy Directorate at a regional and national level (D) 	D	AF / I
Working environment & conditions	<ul style="list-style-type: none"> • Ability to work in stressful environments with daily contact with patients. 	E	AF / I
	<ul style="list-style-type: none"> • Ability to concentrate when dispensing/reviewing prescriptions and cope with interruptions without loss of accuracy. 	E	AF / I
	<ul style="list-style-type: none"> • Ability to work under pressure with constant interruptions, remaining calm and focussed. 	E	AF / I
	<ul style="list-style-type: none"> • Ability to deal with unpredictable workload. 	E	AF / I
	<ul style="list-style-type: none"> • Ability to achieve targets and tight deadlines. 	E	AF / I
	<ul style="list-style-type: none"> • Ability to resolve conflict, both internal and external to the department. 	E	AF / I
Flexibility	<ul style="list-style-type: none"> • Able to work on a rota system to cover extended hours of working – including late evening duties (usually finished by 6 pm), weekends and bank holidays. • Requirement to attend directorate (or similar) meetings which may be scheduled outside normal working hours. • Although currently the on-call (out of hours) pharmacy service is operated by Band 6 and 7 pharmacists, it may be expected that senior staff will support them in terms of answering queries. It may be that future service developments require other pharmacists to contribute to this on-call provision. 		

I understand and accept my accountabilities and responsibilities as outlined in this job description, person specification.

	Designation	Name	Signature	Date
Post Holder				
Manager				