

## JOB DESCRIPTION

### Pharmacy Department

<b>Job Title</b>	<b>Advanced Pharmacist – Medicines Safety</b>				
<b>Grade</b>	8a	<b>IJES</b>		TBC	
<b>Base</b> (Department/ward)	Based at John Radcliffe Hospital. Role covers all sites of the Oxford University Hospitals NHS Trust (including Churchill, Horton, Nuffield Orthopaedic Centre and Cowley).				
<b>Hours of work</b> (incl weekend/OOH)	<b>18.75 hours/ week</b> including participation in out of hours service via senior on-call or weekend, bank holiday and late duty.				
<b>Details of special conditions</b>	Permanent position subject to probation period in accordance with OUH policy.				
<b>Directorate</b>	Pharmacy and Sterile Services				
<b>Responsible to</b>	Consultant Pharmacist – Medicines Safety				
<b>Accountable to</b>	Clinical Director of Pharmacy and Sterile Services				
<b>Number of colleagues reporting to you</b>	1-2				
<b>Overall size of team you lead</b>	1-2				
<b>Collaborative Working with</b>	<ul style="list-style-type: none"><li>• Clinical Pharmacy teams</li><li>• Healthcare professionals in clinical areas</li><li>• Dispensary teams</li><li>• Purchasing &amp; Distribution (stores) team</li><li>• Antimicrobial Stewardship team</li><li>• Medicine Effectiveness team</li><li>• Medicines Safety &amp; Governance teams</li><li>• Pharmacy and Trust Digital teams</li><li>• Education and Training teams</li><li>• Clinical Engineering and Medical Device teams</li><li>• Trust Patient Safety and Governance teams</li><li>• Other service providers</li><li>• Pharmacy Operational Managers</li><li>• Pharmacy Clinical Trials Team</li></ul>				
<b>Updated</b>		<b>Approved</b>		TBC	

**Job Summary:**

In this post, you will be a key member of the medicines safety team, involved in dynamic workstreams focused on optimising and improving the safe use of medicines throughout the trust. This role provides an opportunity to take a leadership role in the Medicines Safety team.

The role provides an opportunity to expand your expertise and skillset, to be involved in service development or research and to put your management and leadership skills into action in a supportive setting. The post holder should maintain high standards of pharmaceutical care, ensure timely, effective, communication with both the multi-disciplinary clinical teams and collaborators.

## **Main Tasks and Responsibilities**

### **Direct Patient Care**

1. Deliver compassionate excellence via a patient focused clinical pharmacy service, in accordance with national medicines optimisation principles and local clinical pharmacy procedures.
2. Analyse prescriptions, alongside technical resources, patient records and information from patient consults to form an opinion on the most appropriate course of action.
3. Accurately and sensitively communicate medicines related information to a variety of healthcare professionals and patients including those with language difficulties, physical or mental disabilities, in a way that facilitates shared decision making.
4. Participate in and promote antimicrobial stewardship, medicines safety, and medicines effectiveness initiatives.
5. Provide highly specialised advice and guidance on patient management in areas where evidence base is lacking or opinions are conflicting.
6. Apply advanced clinical knowledge and skills in the delivery of care for individuals or groups with complex care needs.
7. When registered with the GPhC and the OUH, prescribe within the Trust's policy for Non-medical Prescribing.
8. Independently manage patients in ambulatory settings, and/or proactively review patients as part of a multidisciplinary ward round.
9. Optimise transfer of patient care, through timely completion of medicines reconciliation and communication with GPs and community pharmacy teams.
10. Support OUH dispensaries and liaise with external agencies (Such as aseptic production services or homecare providers) to ensure safe, timely and appropriate supply of medications to patients.

### **Medicines safety**

11. Active involvement and leadership in incident and risk management strategies in line with the trust's medications safety agenda.
12. Provide specialised advice concerning medicines safety issues, including improvement strategies.
13. Use intelligence, data and expertise to maintain, monitor and optimise medicines.
14. Use available information to influence clinicians to encourage standardisation of practice and ensure adherence to Trust guidelines.
15. Optimise systems, technology and processes to improve the safe use of medicines
16. Engage and communicate medicines safety issues to healthcare professionals in line with the medicines
17. Critically evaluate and interpret evidence from a range of resources and use clinical expertise to apply to practice

### **Supporting Professional Activities**

#### *Leadership and Management*

18. Act as a role model for pharmacy within the Trust, demonstrating the GPhC Standards for Pharmacy Professionals, RPS Core Advanced capabilities and our Trust values.
19. Support and promote the Trusts equality, diversity and inclusion principles.
20. Take actions to improve the health of the population and reduce health inequalities.
21. Promote the sustainable use of medicines in line with the Trusts Green Plan
22. Plan and organise your own workload in alignment with professional and organisational priorities. Support others to do the same. Delegate and escalate appropriately.
23. Accept professional accountability for all actions and advice.

24. Line manage designated staff in line with the Trust's HR policies and procedures, including job planning, annual appraisal and supporting the recruitment, deployment and retention of colleagues
25. Motivate and support individuals to deliver defined objectives and continuously improve performance.
26. Develop, implement and monitor Medicines Management policies and procedures, including MILs, PGDs and injectable monographs related to your area of practice.
27. Represent your service at relevant OUH meetings as appropriate, these may include: Trust safety and governance meetings, Home Care User Group, Medicines Management and Therapeutics Committee, Medicines Safety Committee, Injectable Safety and Improvement Group.
28. Provide advice to your service on all aspects of medicines management and medicines safety.
29. Promote compliance with medicines legislation and Trust policies and procedures.
30. Report any unexpected or untoward events via the Trusts incident reporting system
31. Investigate medication related incidents and complaints as required.
32. Contribute, participate and lead learning responses to optimise learning and improvement.
33. In appropriate situations deputise for the Consultant Pharmacist and Medicines Safety team as required
34. Take on any additional specific roles as agreed with the Consultant Pharmacist in the process of one to ones, appraisal or job planning.
35. Take on any additional specific roles as agreed with Senior Pharmacy Managers, on behalf of the Directorate, Division, or Trust.

#### *Research and Improvement*

36. Participate in, support, supervise and lead on Audits, Service evaluation and Quality/Cost Improvement Projects that align to our strategy and support our culture of continuous improvement.
37. Analyse and critically appraise highly complex facts in order to ensure evidence-based practice and accurate financial costings when producing reviews of medicines for formulary or safety applications.
38. Support the supply of medicines for clinical trials.
39. Identify gaps in the evidence base; build own research practice by using appropriate methods for addressing the identified gap(s) and generate new evidence.
40. Implement changes at a trust, team and/or service level based on the outputs of research and/or quality improvement activity and disseminate findings.

#### *Training and Development*

41. Complete a local induction programme, including core training and maintain core skills throughout employment.
42. Seek feedback and participate in annual appraisal process.
43. Reflect on practice to critically assess own learning needs and pro-actively engage in professional development.
44. Design and delivers educational interventions that impact at a team and/or organisational level, supporting members of the pharmacy team, wider multidisciplinary team, and/or service users, to safely and effectively use medicines.
45. Support colleagues within your team to be aware of practice changes and developments. Encourage expertise in their area of specialist practice, and to share exemplary practice by acting as a resource.
46. Tutor and support trainee foundation pharmacists and technicians, and those completing the postgraduate diploma.

## **Effort and Environment**

47. High levels of concentration may need to be maintained for extended period
48. Potential for frequent interruption and need to reprioritise.
49. The majority of a pharmacist's work requires precision and accuracy.
50. Physical effort may be necessary to stand for prolonged periods (up to 5 hours), move between departments, lifting & handling equipment or medicines.
51. Emotional effort – Effort may be required to maintain a calm and compassionate disposition when dealing with distressed patients or relatives.
52. There is potential for exposure to cytotoxic or cytostatic medicines and bodily fluids.

## **General Conditions**

### **Risk Management**

The management of risk is the responsibility of everyone and will be achieved within a progressive, honest and open environment.

Staff will be provided with the necessary education, training and support to enable them to meet this responsibility.

Staff should be familiar with the

- Major Incident Policy
- Fire Policy
- Information governance

and should make themselves familiar with the 'local response' plan and their role within that response.

### **Responsibilities for Health and Safety**

The post holder is responsible for ensuring that all duties and responsibilities of this post are carried out in compliance with the Health & Safety at Work Act 1974, Statutory Regulations and Trust Policies and Procedures. This will be supported by the provision of training and specialist advice where required.

### **Infection Control**

Infection Control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of Healthcare Associated Infections including MRSA.

All staff employed by OUH have the following key responsibilities:

- Staff must wash their hands or use alcohol gel on entry and exit from all clinical areas and/or between each patient contact.
- Staff members have a duty to attend mandatory infection control training provided for them by the Trust.
- Staff members who develop an infection (other than common colds and illness) that may be transmittable to patients have a duty to contact Occupational Health.

### **Child Protection**

The post holder will endeavour at all times to uphold the rights of children and young people in accordance with the UN Convention Rights of the Child.

### **Safeguarding Children and Vulnerable Adults**

The Trust is committed to safeguarding children and vulnerable adults throughout the organisation. As a member of the trust there is a duty to assist in protecting patients and their families from any form of harm when they are vulnerable.

### **Information Governance**

All staff must complete annual information governance training. If you have a Trust email account this can be completed on-line, otherwise you must attend a classroom session. For further details, go to the Information Governance intranet site.

### **Data Quality**

Data quality is a vital element of every member of staff's job role. Oxford University Hospitals recognises the importance of information in the provision of patient care and in reporting on its performance. Data quality is therefore crucial in ensuring complete, timely and accurate information is available in support of patient care, clinical governance, performance management, service planning, and financial and resource planning and performance.

All staff should ensure that they have read and understood the Trust's Data Quality Policy.

## PERSON SPECIFICATION

Assessment through application, interview and presentation

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

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