

## Candidate Information Pack



# Message from Ben Travis, Chief Executive

Thank you for your interest in working at Lewisham and Greenwich NHS Trust and for taking the time to read this information pack. You will be joining the organisation at an important time. We are proud of how our staff have met the demands of the Covid-19 pandemic over the last two years, and we continue to work hard to reduce waiting lists for vital non-Covid services.

As an organisation, we've made significant improvements for patients and staff in the last two-and-a-half years. This is reflected in our most recent Care Quality Commission (CQC) inspection (from February 2020), which found improvements across the organisation and gave us an improved rating of "Good" in the Well-Led and Effective domains, in addition to the rating of "Good" that we had already achieved in the Caring domain.


We've laid the foundations to achieve more transformational change and are at the start of delivering our five-year strategy, "Caring for our local communities". This was agreed with staff and partners in November 2020 and provides clarity about our role in the local health and care system. First and foremost, we will be a community focused provider of consistently high quality local and acute care. We will work with our partners to play a more active role in contributing to the vitality of local communities and in reducing inequalities.

Our staff culture change programme has been key to the Trust's improvement journey, as we've stabilised our workforce by reducing vacancy rates and improving staff retention.

As a local employer and anchor institution we work closely with our community to recruit locally and we welcome applications from the widest variety of people to ensure our workforce are reflective of the local communities which we serve. We encourage all suitable candidates to apply including if you are Black, Asian or other ethnic minorities, live with a disability (visible or not) or are LGBT+. We have a number of active staff networks including Disability, LGBT+, Multicultural Inclusion and Women's staff networks to bring staff together and celebrate diversity across our whole workforce.

I am very proud to work for Lewisham and Greenwich NHS Trust and I hope you are excited by the opportunity of joining us.

Ben Travis  
Chief Executive

A handwritten signature in black ink, appearing to read 'Ben', followed by a long, horizontal, slightly wavy line that extends to the right.

# Our vision, values and priorities

## Our vision

To work together to provide high quality care to every patient, every day.

## Our priorities



### Quality

Continually improve safety and quality



### Patients

Put patients at the heart of everything we do



### People

Support and develop our workforce to live our values every day



### Partnership

Work effectively with partner organisations



### Money

Ensure we spend every penny wisely

## Our values



We treat our colleagues with respect and compassion



We take responsibility for our actions



We learn, develop and share knowledge



We work together for patients and colleagues



We work as a team to improve quality

## General Information

## **Review of this job description**

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder on a regular basis.

## **Confidentiality**

The post holder must ensure that personal information for patients, members of staff and all other individuals is accurate, up-to-date, kept secure and confidential at all times in compliance with the General Data Protection Regulation 2018, the Caldicott Principles and the Common Law Duty of Confidentiality. The postholder must follow the record keeping guidelines established by the Trust to ensure compliance with the Freedom of Information Act 2000.

## **General Data Protection Regulation 2018**

All staff who contributes to patients' care records are expected to be familiar with, and adhere to, the Trust's Corporate Records Management and Medical Records Management Policies. Staff should be aware that patients' care records throughout the Trust will be subject to regular audit.

All staff who have access to patients' care records have a responsibility to ensure that these are maintained efficiently and that confidentiality is protected in line with the Trust's Medical Records Management Policy.

All staff have an obligation to ensure that (care) records are maintained efficiently and that confidentiality is protected. Staff are also subject to this obligation both on an implied basis and also on the basis that, on accepting their job description, they agree to maintain both patient/client and staff confidentiality.

In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with the General Data Protection Regulation 2018. In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line the General Data Protection Regulation 2018.

## **Systems and IT skills requirements**

All Trust staff needs to have the essential IT skills in order to use the Trust Clinical Information Systems as well as other required IT related applications in their jobs. Initial and on-going IT applications and IT skills training will be provided to underpin this requirement.

Health & safety

All staff must comply with all Trust Health & Safety Policies and Procedures. Staff must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

## **Professional registration**

- i) If you are employed in an area of work which requires membership of a professional body in order to practice (e.g. Nursing & Midwifery Council for nurses), it is a condition precedent of your employment to maintain membership of such a professional body. It is also your responsibility to comply with the relevant body's code of practice. Your manager will be able to advise you on which, if any, professional body of which you must be a member.
- ii) You are required to advise the Trust if your professional body in any way limits or changes the terms of your registration.
- iii) Failure to remain registered or to comply with the relevant code of practice may result in temporary downgrading, suspension from duty and/or disciplinary action, which may result in the termination of your employment.
- iv) If you are required to have registration with a particular professional body or to have specific qualifications you must notify your manager on appointment of such fact and provide him or her with documentary evidence of them before your employment commences or, at the latest, on your first day of employment. Furthermore throughout your employment with the Trust, you are required on demand by your manager to provide him or her with documentary evidence of your registration with any particular professional body or in respect of any required qualifications.

## **Risk management**

All Trust employees are accountable, through the terms and conditions of their employment, professional regulations, clinical and information governance and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required.

All staff have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

All managers throughout the organisation have a responsibility to ensure that policies and procedures are followed, that staff receives appropriate training that a local risk register is developed and monitored on a quarterly basis and any changes reported to the Clinical Risk Management Group and

## **Strategic Risk Management Committee.**

Managers are responsible for implementing and monitoring any identified risk management control measures within their designated area/s and scope of responsibility. In situations where significant risks have been identified and where local control measures are considered to be potentially inadequate, managers are responsible for bringing these risks to the attention of the Clinical Risk Management Group and Strategic Risk Management Committee if resolution has not been satisfactorily achieved.

## **Infection Control**

All Trust staff are responsible for protecting themselves and others against infection risks.

All staff regardless of whether clinical or not are expected to comply with current infection control policies and procedures and to report any problems with regard to this to their managers. All staff undertaking patient care activities must attend infection control training and updates as required by the Trust.

### **Financial Regulations**

All staff are responsible for the security of the property of the Trust, avoiding loss or damage of property, and being economical and efficient in the use of resources. Staff should conform to the requirements of the Standing Orders, Standing Financial Instructions or other financial procedures including the Code of Conduct and Accountability and the Fraud and Corruption Policy.

### **Safeguarding**

All staff must be familiar with and adhere to Trust adult and child protection procedures and guideline

## **JOB DESCRIPTION**

**Post Title:** Lead Pharmacist for Surgery & Anticoagulation

**Grade:** 8A

**Department:** Pharmacy

**Site:** Based at UHL (working with the Lead Pharmacist for Clinical Haematology and Anticoagulation Band 8a at QE)

**Responsible to:** Principal Pharmacist for Surgery and Theatres

**Responsible for:** STEP Pharmacists  
Band 7 Senior Clinical Pharmacists  
Plus indirectly all pharmacy staff within Surgery and Anticoagulation rotations

**Accountable to:** Clinical Director of Pharmacy

**Hours:** 37.5 per week (plus rotational weekends if required)

### **Job Summary:**

1. To lead and develop both the clinical, immunoglobulin & specialist anticoagulation services across the Trust. This will include,
  - representing the department at Thrombosis Committee.
  - representing the Trust at Immunoglobulin Assessment Panel and at the South London Cardiovascular Network.
2. To be responsible for the coordination and delivery of a responsive, proactive, patient-focused clinical pharmacy service to the Surgery division. This will include,
  - the promotion of safe, effective and cost-effective drugs use to facilitate patient admission and enhance continuity of care across the primary and secondary care interface,
  - representing Pharmacy at Trust Surgery Divisional Governance Board,
  - pharmacy lead for new build South London high capacity theatres
3. To act as a role model and provide a consistently high standard of pharmaceutical service to patients in line with the Trust and Departmental objectives.
4. To support the division in managing their drugs budget and act as the point of liaison for any service developments that involves medicines or pharmacy services in Surgery, Theatres and Anticoagulation services.
5. To provide operational and clinical support to the pharmacy department as dictated by the needs of the clinical pharmacy service. This includes supervision, training and support to junior pharmacists, pre-registration pharmacists and other pharmacy staff as necessary.

6. To deputise for the Principal Pharmacist for Surgery and Theatres at Surgery Divisional meetings when appropriate.

### **Key Result Areas & Performance:**

#### **Clinical Services and Patient Care**

1. To participate in the 'front-line' provision of Pharmacy Services as appropriate and when required.
2. To act as a clinical pharmacist in an appropriate area and participate in consultant ward rounds as required.
3. To act as a clinical role model for other pharmacists within the team and demonstrate the ability to provide service that ensures the safe, clinically effective and cost efficient use of medicines and the ability to check clinically screened dispensed prescriptions.
4. To lead and develop the specialist anticoagulation services inclusive of the pharmacy-led anticoagulation clinics across the Trust.
5. To lead on the provision of pharmacy-led anticoagulant clinics across the Trust. This includes the co-ordination of training and assessment of new pharmacists as required.
6. To lead the training programme on anticoagulants use for pharmacists providing service to wards across the Trust to ensure efficient and safe provision of clinical pharmacy service.
7. To be the Specialist Clinical Pharmacist for anticoagulation promoting the prudent use of anticoagulants across the Trust, in line with local and national guidelines.
8. To provide a safe and patient-focused clinical pharmacy service to wards across the Trust. This includes undertaking medicines reconciliation, assessing pharmaceutical needs, assessing and facilitating the use of Patient's Own Drugs, ensuring appropriate drugs supply, maintaining both the One Stop Dispensing system and ward based dispensing service by pharmacy staff.
9. To participate in consultant post-take ward rounds to identify and resolve pharmaceutical care needs of patients and ensure that any follow up plans are shared with the ward based pharmacy team and medical staff as appropriate.
10. To be accredited for discharge prescription transcribing/drug listing in order to facilitate patient's discharge process.
11. To support the investigation of medication related incidents and formulation/delivery of action plans across the Trust to address any problems identified with anticoagulants.
12. To contribute to the development and implementation of strategies to improve safe medicines use across the Trust.



13. To liaise with primary care colleagues to gather and disseminate patient medication issues to other healthcare staff.

### **Leadership & Service Development**

1. To lead and support the appropriate use of anticoagulants across the Trust. This includes setting and monitoring quality standards for anticoagulants use and the provision of feedback to the Principal Pharmacist Surgery & Theatres.
2. To act as pharmacy representative and lead on service developments within clinical haematology ensuring any changes are in-line with Trust and departmental objective.
3. To provide the Clinical Director of Pharmacy with details of output, performance and activity at specified time intervals in an agreed format.
4. To identify resources required to improve pharmacy services within the division.
5. To support the development, implementation and adherence to local and national guidelines/policies to ensure cost-effective and safe prescribing of anticoagulants.
6. To collaborate in the development of Integrated Care Pathways and Patient Group Directions for both clinical haematology and anticoagulation services as necessary.
7. To liaise with other senior pharmacy staff to ensure the effective provision of Pharmacy Services.

### **Division support**

1. To actively contribute to the management of the anticoagulants expenditure for the divisions across the trust through expenditure monitoring, forecasting, anticoagulants use audits and feedback to the service and general managers to ensure the most effective use of resources.
2. To identify areas of potential cost-savings for anticoagulants, and to implement systems to realise savings and contain prescribing costs.
3. To educate healthcare professionals on the costs associated with medicines within clinical haematology and in particular anticoagulant therapies and promote the use of evidence-based, cost-effective prescribing within divisions.
4. To participate in the preparation of business cases to support service developments in Pharmacy, Clinical Haematology and Anticoagulation services as necessary.
5. To actively participate in the Thrombosis Committee and division meetings as necessary.

## **Staff Management and Training**

1. To manage the induction and development of pharmacy staff, according to their identified needs and the development and funding frameworks of the department in liaison with the Lead Pharmacist for Education and Training.
2. To undertake regular performance reviews of all staff managed according to Trust procedures:
  - Appraisals and objective setting
  - Sickness absence
  - Disciplinary and grievance matters
  - Recruitment and selection
  - Personal development
  - Departmental workload allocations
3. To support the education and training of other healthcare professionals.
4. To participate and contribute to clinical training programmes at a local and national level e.g. summer students, pharmacy undergraduates.
5. To evaluate and develop own management and professional knowledge competencies by attendance to in house/external training programmes, self education and practice research.
6. To undertake CPD to ensure that knowledge is continually updated.
7. To arrange relevant departmental meetings that will enable staff to be brought up to date on current issues and to address staff development needs for Surgery & Theatres.
8. To be a postgraduate tutor (pre-registration, diploma or MSc) for pharmacy staff as appropriate and required.

## **Research & Development**

1. To lead in audit and practice research to investigate, and where appropriate, improve the quality of service for patients in the Trust.
2. To encourage research conducted to be published or presented at local, national or international meetings.
3. To develop working relationships and research links with academic units to promote collaboration in pharmacy practice and risk management research.

## **Governance, Information & Data Management**

1. To develop quantitative and qualitative performance measures, co-ordinate their use and be involved in disseminating and acting on the information gathered.

2. To lead on review of audit data associated with monitoring outcomes associated with pharmacy service and utilise available information to influence and develop services.
3. To support the investigation of medication related safety incidents and formulation/delivery of actions plans across the Trust to address problems identified where appropriate.
4. To promote effective prescribing in the Trust following formulary and NICE guidance.
5. To assist the Formulary Pharmacist and relevant Trust Committees in assessing and evaluating the impact of new medicines and NICE guidance in the Trust.

## **Financial**

1. To develop appropriate business cases for service developments in Pharmacy and Anticoagulation services as necessary.
2. To support the Trust in monitoring both haematology and anticoagulants expenditure in order to provide accurate expenditure information, with appropriate analysis, to the appropriate division.
3. To attend financial meetings when required.

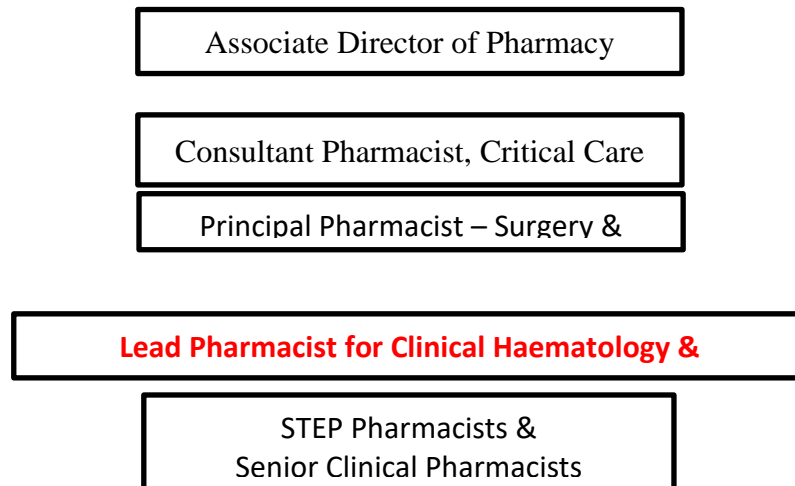
## **Communications and Relationships**

1. To communicate with the multidisciplinary healthcare team (doctors, nurses, dieticians, physiotherapists, occupational therapists, ward managers, and site practitioners), to intermediate care, general practice support and community pharmacists in the provision of medicine related information and assessment of patients treatment.
2. To work with appropriate staff to support development of services and facilitate the implementation of strategies to improve safe medicines use throughout the Trust.
3. To demonstrate good communication skills as the role liaises with a wide variety of people within the Trust. This will include service and general managers across all directorates, Trust risk managers, directorate governance leads, multidisciplinary team members and all Pharmacy staff.
4. To liaise with external bodies including local CCGs, regional pharmacy services, and necessary pharmacy networks.
5. The post-holder will be required to communicate clearly and sensitively about patient medication issue both internally and externally.
6. To provide training on medication related issues, policies, guidelines and service developments to pharmacy colleagues, nursing and medical staff,

ranging from one on one communication to more formal presentations.

7. To participate in any other duties as requested by senior pharmacy managers in keeping within expectations of the grade.

### Structure Chart



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### **Data Protection Act**

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- ii) You are required to advise the Trust if your professional body in any way limits or changes the terms of your registration.
- iii) Failure to remain registered or to comply with the relevant code of practice may result in temporary downgrading, suspension from duty and/or disciplinary action, which may result in the termination of your employment.
- iv) If you are required to have registration with a particular professional body or to have specific qualifications you must notify your manager on appointment of such fact and provide him or her with documentary evidence of them before your employment commences or, at the latest, on your first day of employment. Furthermore throughout your employment with the Trust, you are required on demand by your manager to provide him or her with documentary evidence of your registration with any particular professional body or in respect of any required qualifications.

### **Risk management**

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All managers throughout the organisation have a responsibility to ensure that policies and procedures are followed, that staff receives appropriate training that a local risk register is developed and monitored on a quarterly basis and any changes reported to the Clinical Risk Management Group and Strategic Risk Management Committee.

Managers are responsible for implementing and monitoring any identified risk management control measures within their designated area/s and scope of responsibility. In situations where significant risks have been identified and where local control measures are considered to be potentially inadequate, managers are responsible for bringing these risks to the attention of the Clinical Risk Management Group and Strategic Risk Management Committee if resolution has not been satisfactorily achieved.

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### **Financial Regulations**

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Instructions or other financial procedures including the Code of Conduct and Accountability and the Fraud and Corruption Policy.

### **Safeguarding Children**

All staff must be familiar with and adhere to Trust child protection procedures and guidelines.

### **General**

- The post holder may be required to work at any of the Trust's sites in line with the service needs.
- The post holder must at all times carry out his/her responsibilities with due regard to the Trust's Equal Opportunities Policy.
- This job description describes responsibilities, as they are currently required. It is anticipated duties will change over time and the job description may need to be reviewed in the future.
- All staff has a responsibility to participate in the Trust's Performance Appraisal Scheme and to contribute to their own development and the development of any staff that they are responsible for appraising.

### **Valuing Diversity**

It is the aim of the Trust to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital/partnership status, race, religion, age, creed, colour, ethnic origin, disability, part time working status and real or suspected HIV/AIDS status and is not placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end the Trust has a Single Equality Scheme and it is for each employee to contribute to its success.

### **No smoking policy**

There is a smoke free policy in operation in the Trust. In accordance with this policy smoking is positively discouraged and is not permitted anywhere within the buildings, on the premises or grounds.

Designated smoking areas or smoking rooms are not permitted. Support is provided for staff members who wish to stop smoking.

### **Waste disposal**

All staff must ensure that waste produced within the Trust is segregated and disposed of in such ways that control risk to health, or safety of staff and the public alike in accordance with relevant legislation and procedures contained within the Trust policy.

## PERSON SPECIFICATION

**Job Title:** Lead Pharmacist for Clinical Haematology & Anticoagulation (8A)

	Essential	Desirable
Qualifications and Training	<p>B. Pharm / M. Pharm / BSc (Pharmacy) or equivalent.</p> <p>Professional registration with the</p> <p>General Pharmaceutical Council (GPhC).</p> <p>Postgraduate Diploma in either Clinical Pharmacy or General Pharmacy Practice (or equivalent).</p> <p>Mandatory CPD to maintain fitness to practice.</p>	<p>Other postgraduate qualifications relevant to pharmacy practice, such as management or education &amp; training qualifications.</p> <p>Independent Prescriber in Anticoagulation</p>
Experience & Skills	<p>Substantial post registration experience in hospital clinical pharmacy or equivalent relevant area of practice.</p> <p>Demonstrable experience in supervising others.</p> <p>Demonstrable experience of managing staff/ teams.</p> <p>Demonstrable experience of co-ordinating and leading on clinical audit.</p> <p>Demonstrable experience of protocol/ guideline development.</p>	<p>Experience of working in anticoagulant clinics.</p> <p>Demonstrable experience in the delivery of formal education and training at postgraduate level.</p>
Knowledge & Skills	<p>Knowledge of relevant local and national standards and regulations associated with the provision of anticoagulant services.</p> <p>Ability to work on own initiative and effectively as part of a team both within pharmacy and a multidisciplinary environment</p> <p>Ability to prioritise and plan work</p>	<p>Ability to manage difficult and complex issues or refer appropriately.</p>



	<p>effectively alone and for a team including the ability to delegate appropriately.</p> <p>Ability to think strategically.</p> <p>Applies sound professional judgement to legal and ethical issues.</p>	
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	<p>Demonstrated ability to communicate complex information effectively using clear written and spoken English and overcome barriers to understanding.</p> <p>Ability to provide highly complex information on Pharmacy Services issues and impart knowledge to all levels of healthcare professionals (up to and including senior consultants/professor/executive director level).</p> <p>Ability to work positively and calmly under pressure.</p> <p>Proficient in all Microsoft Office software with proven computer literacy and IT skills including:</p> <ul style="list-style-type: none"> <li>• Email</li> <li>• Word processing</li> <li>• Spreadsheets</li> <li>• Databases</li> <li>• Use of search engines/medical databases to retrieve information</li> </ul> <p>Demonstrated accurate numeric skills</p>	
Personal Qualities	<p>Be flexible in responding to demands of the service.</p> <p>Reliable, polite and approachable.</p> <p>Knows own professional and personal limitations and seeks advice where necessary.</p>	
Other	<p>Willingness to contribute to the general life and work of the Pharmacy and Trust.</p> <p>Willingness to participate in weekend, evening, Bank Holiday and On Call rotas as required.</p> <p>Able to work agreed hours</p>	

**Post Holder's name/s:**

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**Post Holders' Signature/s:** ..... **Date:**

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**Manager's Name:**

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**Manager's Signature:** ..... **Date:**

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