#### Form JE 5



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| 1. JOB IDENTIFICATION | |
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| 2. JOB PURPOSE | |
| To deliver patient-focused clinical pharmacy services as a member of the multidisciplinary team to patients in relevant clinical specialties and to contribute to the provision of dispensary services (including aseptic dispensing) under the direction of the Senior Pharmacist  To contribute to the co-ordination and development of pharmaceutical services to meet the needs of patients within the relevant specialties in accordance with identified local and national priorities, under the guidance of the Senior Pharmacist. | |
| **3. DIMENSIONS** | |
| The post holder will contribute to the provision of the pharmacy service by:   * Supporting the Pharmacists in providing day to day management of the service. * Planning and undertaking orientation, induction, training and supervision of Clinical Pharmacists, Pre-registration trainee Pharmacy Technicians and Pre-registration Pharmacists working in the department. * Providing a clinical technical service by undertaking the dispensing and final accuracy checking of medicines in accordance with Standard Operating Procedures (SOPs). * Co-ordinating the supply and delivery of medicines to destinations across NHS Tayside, which may include wards, departments, other hospitals and GP practices. * To lead strategic and operational planning and research within Tayside, and contribution to national strategy with the respect to the medication related needs of the clinical area. * Participating in quality control and environmental monitoring.     For the purpose of this job description the term 'medicines' includes all drugs, controlled drugs, cytotoxic medicines, intravenous fluids, vaccines, chemicals, medical gas cylinders, contraceptive aids, dietetic products, disinfectants and liquid nitrogen. | |
| 4. ORGANISATIONAL POSITION | |
| 5. ROLE OF DEPARTMENT | |
| The aim of the Pharmacy Department is to assure quality of patient care in the provision of treatment with medicines.  To this end the objectives are to provide pharmaceutical care to individual patients by meeting their particular needs whilst maximising efficiency in the use of resources and to provide medicines through systems of quality control, which ensures safe, effective and economic use. | |
| 6. KEY RESULT AREAS | |
| Within the job purpose, scope and range described above:  Contribute to development and delivery of a patient-focused clinical pharmacy service through provision of pharmaceutical care in order to maximise benefit and minimise risk to patients from their medicines and assure smooth transition of care between care boundaries.  Critically evaluate and provide medicines information and therapeutic advice to all members of the health care team in order to optimise patient care, maximise benefit and minimise risk to patients from their medicines.  Contribute to the delivery of pharmacy services provided within sites/locations, between sites/locations (e.g. between Ninewells Hospital Pharmacy and Royal Victoria Hospital wards) and between branches of the profession (e.g. General Practice(s) and Community Pharmacies). Ensure that all professional, ethical and legal requirements of supplying medication are met, and that patients are provided a safe, efficient and effective pharmaceutical service.  Develop effective communication both within and out-with the relevant specialty and pharmacy services to facilitate consistent standards of care and to ensure efficient service provision.  Mirror the bullet point in role purpose or:   * Demonstrate knowledge skills and professional behaviours through development of a recognised Post registration Foundation Pharmacist portfolio of practice which includes supervised learning events and feedback from colleagues.   Within the above main duties, the following principal activities are performed daily:   * Provision of pharmaceutical care for individual patients. This includes ensuring safe use, handling and administration of medicines for individual patients (for example identifying drug interactions or medication errors), assessing drug effectiveness/response to therapy, review of medication, monitoring unwanted effects, discharge planning and providing patient/carer education. It also includes provision of appropriate action such as recommendations to the prescriber to modify medication. Through these activities ensure patient care is provided in a planned manner, and in response to immediate, unpredictable pharmaceutical needs. * Pharmaceutical assessment of in-patients on admission including ascertaining reason for admission, medical history, drug history including allergies and any previous drug reactions, assessment of any patient’s own medication or compliance devices, ability to self-administer medication and compliance with medication. * Actively contribute to the management of medicines within the relevant specialty to assure efficacy, safety and economy in the use of medicines * Facilitation and organisation of medicine supply for individual patients within the relevant specialties including resolving procurement or distribution issues. * Manage risks associated with pharmaceutical care/issues/critical incidents with the relevant specialty, in accordance with local procedures, which include reporting of critical incidents. * Maintenance of a record of patient issues identified, specific to the patient, including action taken and patient outcomes known as a ‘Pharmaceutical Care Plan’. * Daily contribution to the discharge planning process and checking of discharge prescriptions for appropriateness, safety and accuracy. * Encourage adherence by medical and non-medical prescribers and other healthcare professionals to local prescribing policies and guidelines, for example the NHS Tayside Prescribing Guide. * Resolve problems associated with all types of medication request (discharge prescriptions, out-patient prescriptions, in-patient medication, controlled drugs, clinical trials, unlicensed medication and extemporaneous medication). * Perform complex calculations when required, for example in order to check the accuracy of complex dosages or modify dosages based on patient blood results. * Participate in ward and pharmacy stock checks of controlled drugs and safely destroy controlled drugs when appropriate. * Respond appropriately to situations requiring urgent action for example drug alerts including those out of hours.   Provision of a specialised clinical pharmacy service (site and specialty dependent) including the following:   * Provision of pharmaceutical advice to specialised areas including advice on use of specialised medication that may be new, rarely used and / or unlicensed. * Development, modification and/or checking of prescriptions for individual patients from agreed protocols. * Participation in multidisciplinary ward rounds. * Participation in specialist outpatient clinics or specialist areas by providing pharmaceutical care. For example, provision of pharmaceutical advice/counselling to patients, provision of advice to prescribers on modification to therapy and ensuring appropriate supply of medication. * To contribute to the implementation and development of pharmacy services delivered within Tayside through evidence-based medicine, inter-disciplinary audit, development of prescribing policies, protocols for medicine use and Standard Operating Procedures under the direction of the Principal Clinical Pharmacist / Practice Pharmacist. * Support the Senior Phamacist in the operational delivery of pharmacy services within the relevant specialty. * Participate in multi-professional research, pharmacy practice research and audit to improve standards of patient care. This will include audit against nationally recognised pharmacy performance indicators, e.g. Health Improvement Scotland standards Involvement in Research and Development projects to build their CPD competencies to ensure that they meet their objectives. * Actively contribute to uni-inter, and multidisciplinary education and training within the relevant specialty, to ensure individual and service needs are met. This includes presenting research and development projects or audits in learning sessions.   These activities include:   * attendance at peer review sessions with pharmacy colleagues, * facilitating learning opportunities for student and trainee pharmacists in the workplace. * developing and delivery of student and foundation doctors teaching through the NHS Tayside * induction training and in clinical areas. * participate in education and training of nursing staff and other healthcare staff to support safe and secure handling of medicines   Deliver a high level of personal clinical practice in order to act as a role model to drive forward pharmaceutical care.  Contribute to the development and delivery of pharmaceutical components of clinical governance and actively contribute to the wider clinical governance by adherence to legal and professional requirements and standards to assure the development and implementation of best practice.  Participate in the weekend working, public holiday, extended hours service and on-call services as required by the needs of the service. This includes provision of a clinical pharmacy service at weekends to the medical admissions ward, and provision of dispensary services at weekends on a rotational basis and on-call service provision. At these times have delegated responsibility for the pharmacy service provided.  The postholder can be contactable in the event of a major incident, at any time.  As a guide, the proportion of time spent on these tasks is as follows:   * Clinical care of patients (including clinical communication at ward rounds   and between care boundaries) 80%   * Training and continuing professional development 15% * Contribution to maintenance and development of the service 5%   *To support NHS Tayside values of quality, teamwork, care and compassion, dignity and respect, and openness, honesty and responsibility through the application of appropriate behaviors and attitudes.*  **Responsibility for Records Management –**  All records created in the course of the business of NHS Tayside are corporate records and are public records under the terms of the Public Records (Scotland) Act 2011. This includes email messages and other electronic records. It is your responsibility to ensure that you keep appropriate records of your work in NHS Tayside and manage those records in keeping with the NHS Tayside Records Management Policy and with any guidance produced by NHS Tayside specific to your employment. | |
| 7a. EQUIPMENTAND MACHINERY | |
| The post holder will be required to operate all basic office equipment including a computer, and be proficient in using standard computer packages, internet search facilities and medical databases, as well as specialist programmes such as prescribing analysis databases, a pharmacy stock medicine labelling and issuing system, an anticoagulant monitoring system, a laboratory result system, patient medication records, general practitioners computer systems and risk management software.  The post holder will be required to handle and analyse various types of data and good numeracy skills are required. The post holder will be required to formally present information using audiovisual, overhead projectors and online platforms e.g. MS Teams.  Knowledge and familiarity on the use of clinical pharmacy documentation and patient’s notes is essential to communication and ensuring a high quality of patient care.  Knowledge, familiarity and use of departmental procedures are required. Procedures that the post holder will be required to comply with include: The Safe and Secure Handling of Medicines, Clinical Governance, Information and IT security, Risk Management and Adverse Incident Management, Health and Safety, The Infection Control Policy and departmental security. | |
| **7b. SYSTEMS** | |
| Systems the postholder will be required to operate within their designated area include:   * Hospital Electronic Prescribing and Medicine Administration System * Pharmaceutical patient records and care plans * Prescribing support data base * Patient records * Adverse incident management reporting system | |
| 8. ASSIGNMENT AND REVIEW OF WORK | |
| The provision of integrated patient focused pharmacy services to in-patients and outpatients across a wide variety of care settings within the area of responsibility.  The focus is on active participation in and contribution to multidisciplinary and multi-professional teams in a fully integrated manner to ensure best use of pharmaceutical skills and resources in the overall context of health and social care in Tayside.  The postholder provides pharmaceutical advice to, and networks with patients, colleagues, medical staff, nursing staff and other health care professionals.  The postholder will be an integral member of the multidisciplinary and multiprofessional teams within the defined areas.  The postholder will contribute to operational delivery g of pharmaceutical services within the defined areas. | |
| **9. DECISIONS AND JUDGEMENTS** | |
| The post holder is expected to use their initiative to act decisively and autonomously in their professional capacity, being accountable for their actions, without regular need to refer to line management. They will have to recommend and implement care plans and medications for individual patients guided by local policies and procedures. Typical decisions include clinical decisions regarding medication for individual patients, using evidence-based medicine including local and national guidelines.  Work is generally assigned on a weekly basis with the post holder responsible for the organisation of their workload and their time management. During normal working hours the post holder can seek advice from their Senior Pharmacist or other colleagues.  The post holder is expected to contribute to the development and delivery of pharmacy and NHS Tayside policies, with minimal supervision, but support from their Senior Pharmacist  The post holder is expected to interpret clinical data from clinical trials, published papers and other sources. They will be expected to clarify areas of uncertainty and inform the multidisciplinary team within their area about key issues and outcomes as they relate to the delivery of safe and cost-effective prescribing under guidance from their Senior Pharmacist.  The post holder is expected to make professional judgements that they may have to defend to their peers and/or GPhC  Objectives are jointly agreed with the appropriate Senior Pharmacist and the post holder within each annual rotation. Progress review and appraisal of performance is undertaken with the Senior Pharmacist approximately every 3 months.  The postholder is expected to work often as sole pharmacy practitioner within the designated area of duty, however they can contact a senior colleague for advice. The postholder may be required to deputise on occasion for their Line Managers for example to cover for annual leave, study days and meetings. | |
| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB | |
| To build effective relationships across traditional organisational boundaries, to enable delivery of integrated, high quality, patient-focused pharmaceutical services.  Prioritisation of workload (individually and with others). The need for high levels of concentration through constant interruptions.  Communicating at appropriate levels with a broad range of people (various levels of staff and patients) and to act as an effective link across hospital, practice and community pharmacy care boundaries.  Successfully completing post registration professional development programme. study  Influencing and encouraging appropriate prescribing in an effective way. | |
| **11. COMMUNICATIONS AND RELATIONSHIPS** | |
| The need for highly developed interpersonal and communication skills, written, electronic, verbal, formal and informal is essential as the postholder is required to liaise with multidisciplinary health professionals on a daily basis. The post holder will be required to influence prescribing behaviour in medical and non-medical prescribers within the relevant specialty.  The post holder must communicate effectively and have the ability to adapt communication skills to meet the needs of the patient and their representatives (e.g. families and carers), some of whom may have barriers to understanding or communication (e.g. learning difficulties, language barriers, sensory impairment, confused, elderly and frail patients). Diplomacy, tact and empathy need to be used as well as an ability to convey complex and sensitive information. For example, when communicating with terminally ill patients and their families. The post holder will be required to instruct, reassure, encourage and guide patients or carers and other healthcare staff in the prescribed treatment. E.g. counselling patients or carers on the use of their medicines, inhalers and other medication delivery devices. The post holder will seek to gain concordance with the patient on their medicines use. The post holder will document recommendations/interventions made on medicines use/treatment plans appropriately in the patient’s ‘Pharmaceutical Care Plan’ and in the patient’s medical notes.  The postholder will be confident in providing independent, professional advice regarding medicines use.  The postholder will be required to communicate with a wide variety of audiences in various settings to present/discuss clinical information, patient cases or service provision. This could range from one-to-one tutoring, local group workshops to presentations for general practitioners / stakeholders for services. Internal: To continue the seamless care of patient’s communication with pharmacists and pharmacy staff from other specialist clinical areas and patient services is essential.  Within the specialty links must be developed with all members of the multidisciplinary team who are involved with the care of the patient. External: To ensure a high standard of practice communication must involve other pharmacists and professionals both within and out-with NHS Tayside and other sectors of care. To ensure continuity of care when patients are transferred between different areas of the health care system interaction is required with patients and their representatives, community pharmacists, practice pharmacists, primary care pharmacists, general practitioners, relatives, district nurses and other relevant professionals. | |
| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** | |
| **Physical:**  The post holder is required to stand for long periods while performing prescription checks, medication checks and participating in ward rounds.  The post holder is required to meet deadlines for collection of prescriptions /orders on a daily basis and is therefore subjected to time pressures throughout the day. The post holder is required to walk long distances between different clinical areas and the pharmacy department in a timely manner.  The postholder will be required to travel between work locations and occasionally to other venues within and out-with Tayside for meetings or training/development. They may be required to transport files and equipment such as laptop computers.  **Mental:**  The post holder is required to concentrate for long periods (up to 3-4 hours) while attending meetings, producing reports, performing literature research, analysing and reporting data using a computer.  The post holder must be capable of effective problem solving in order to offer practical solutions to often difficult and unique problems/situations.  The workload is subject to constant interruption. Work is not always predictable as priorities change at very short notice. Requests for formal / informal advice are frequent by email, pager and in person. Workload must be prioritised constantly throughout the day. The postholder is required to work to tight deadlines to meet the needs of patients and other multidisciplinary professionals. **Emotional:** There is need for empathy and composure when dealing with complex individual patient needs, carers and other staff members. **Environmental:** | |
| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB | |
| **(REQUIRED IN ALL JOB DESCRIPTIONS)**  Practising Membership of the General Pharmaceutical Council (GPhC)requiring a first degree of MPharm or equivalent, and 1 year foundation training with successful completion.  The post holder will participate in the NHS Education for Scotland (NES) / Royal Pharmaceutical Society Post Registration Foundation Pharmacist Programme and undertake further education to expand their knowledge in the relevant clinical areas.  The post holder must meet the demands for revalidation set out by the GPhC- (i.e. continually participate in activities that contribute to professional development and keep a record of the professional development activities in a format that satisfies the GPhC). | |
| **14. JOB DESCRIPTION AGREEMENT** | |
| A separate job description will need to be signed off by each job holder to whom the job description applies.  Job Holder’s Signature:  Head of Department Signature:  **(I confirm this Job Description accurately reflects the duties and**  **responsibilities of the postholder and does not impact upon any other**  **postholders role)** | Date:  Date: |