

JOB DESCRIPTION

1. JOB IDENTIFICATION

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| Job Title: | Lead Pharmacist, Prison and Police Custody Healthcare |
| Responsible to (insert job title): | Lead Pharmacist, Mental Health and Associated Services |
| Department(s): | Pharmacy NHS Lothian |
| Directorate: | Pharmacy |
| Operating Division: | Corporate |
| Job Reference: | 228307 |
| No of Job Holders: | 1.0 WTE |

2. JOB PURPOSE

The post holder is the lead pharmacy professional for the development and implementation of safe and effective medicines management systems and medicines governance within all prison and police custody settings in Lothian.

Providing expert pharmaceutical advice on the safe, clinical, and cost-effective use of medicines within prison and police custody settings, the post holder will develop, implement, and report a programme of audit, quality improvement, risk management and assurance reporting to the relevant management team.

The post holder is an autonomous clinical practitioner within the healthcare centre and utilises their independent prescribing qualification to optimise the pharmaceutical care of individual patients.

The post holder leads a programme of medicines education and training for all healthcare staff working in the prison and custody settings including medical, nursing, AHP and pharmacy technicians.

The post holder is responsible for line managing the specialist clinical pharmacist and directing the work of pharmacy technicians working across both prison establishments.

The post holder is responsible for the provision of expert advice on medicines use and formulary management within the prison and police custody healthcare services, providing financial reports and analysis to the Clinical and Management Teams, and responsible for development of prescribing efficiency programmes and associated reporting.

The postholder is employed within NHS Lothian and there may be a requirement to work flexibly across Lothian to meet service demands.

3. DIMENSIONS

The Department of Pharmacy provides services to primary and secondary centres throughout Lothian. Services include dispensing, aseptic, clinical, radiopharmacy, procurement and distribution, medicines information, medicines management and quality assurance. These services are currently delivered across 4 Health and Social Care Partnerships and 7 hospital sites: the Western General Hospital

(WGH), the Royal Infirmary of Edinburgh (RIE), the Royal Hospital for Children and Young People (RHCYP), St John's Hospital (SJH), Royal Edinburgh Hospital (REH), East Lothian Community Hospital (ELCH) and Liberton Hospital (LIB).

Royal Edinburgh and Associated Services (REAS) provides healthcare to persons resident at HMP Edinburgh, HMP Addiewell, and persons in the custody of Police Scotland in Lothian.

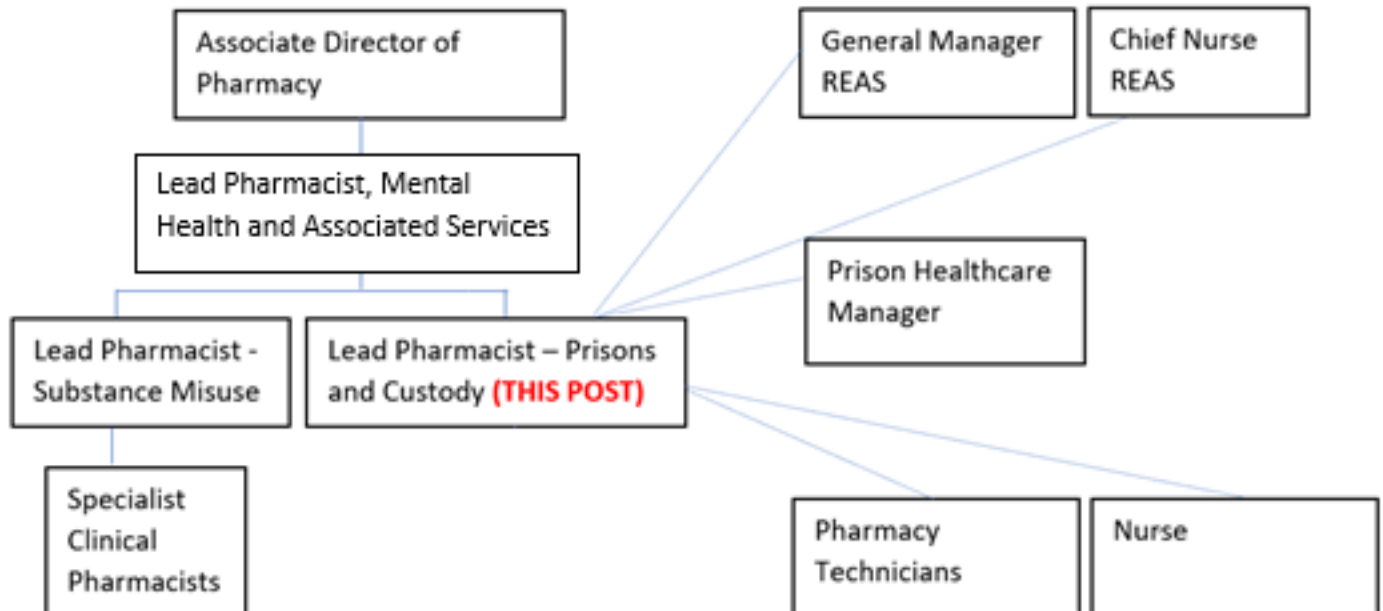
The Department of Pharmacy dispenses over 440,500 prescription items. The combined drug budget for NHS Lothian hospital services is c.£150m per annum and c.£160m per annum across the 4 x HSCP prescribing budgets. The budget is not held by the pharmacy service but expenditure against this is monitored and reported on to senior management.

The average monthly stockholding across the pharmacy services is £11 million with monthly stock value issues of £9 million,

The Pharmacy and Medicines Service employs 582WTE staff including Pharmacists, Pharmacy Technicians, Pharmacy Support Workers, Business Managers and Administrative staff, including 177 WTE Clinical Pharmacists and Pharmacy Technicians working in GP practices supporting delivery of the General Medical Services Pharmacotherapy Services.

The network of 182 Community Pharmacies in Lothian dispenses 9.5 million prescription items, undertakes 280k Pharmacy First consultations and administers over 20k flu vaccinations.

4. ORGANISATIONAL POSITION



5. ROLE OF DEPARTMENT

The aim of the Pharmacy Service is to assure quality of patient care in the provision of treatment with medicines. To this end the objectives are:

- i. To provide pharmaceutical care to individual patients by meeting their particular needs while maximising efficiency in the use of resources.

- ii. To provide medicines through systems of quality control which ensure safe, effective and economic use.

Clinical Pharmacy Services supports the achievement of the above objectives.

The Pharmacy Department has a major role in the teaching and professional development of pharmacists and pharmacy technicians and other healthcare staff.

The Pharmacy Department participates in and supports the division's clinical effectiveness programme.

6. KEY RESULT AREAS

1. To support NHS Lothian's values of quality, teamwork, care and compassion, dignity and respect, openness, honesty, and responsibility through the application of appropriate behaviours and attitudes.

Medicines Governance

2. To develop, implement and audit all guidelines, policies, and procedures in relation to the safe and effective use of medicines in the prison and police custody healthcare settings. By maintaining up to date knowledge and skills regarding professional codes of practice for all professionals qualified to sell, supply, administer and prescribe, use expert professional knowledge to advise professional leaders, senior management, and prescribers, and develop and implement policies and guidelines to ensure the safe, clinical, and cost-effective use of medicines ensuring compliance with all relevant UK Medicines legislation.
3. Develop relevant medicines related risk management processes and implement a system of audit within the prison and police custody healthcare settings. For example, lead a programme of activity to improve medication incident reporting and analysis, provide professional input to incident investigation and lead improvement activity to improve the quality of care of patients.
4. To escalate through a regular reporting system to relevant management and professional leadership teams, any risks to the safe and effective prescribing and medicines supply functions within the prison and custody settings, this includes the oversight of external community pharmacy contractual arrangements.
5. To monitor and analyse prescribing activity, formulary adherence and medication stock levels within each setting, leading a cost-effective prescribing plan that optimises the use of resources and delivers safe and effective medicines efficiencies.

Professional Leadership

6. Represent NHS Lothian on the appropriate national and regional level professional groups, contributing to the development of national and local guidelines, frameworks, and policies. For example, you will support the National Prison Pharmacy Advisor in the development of new services that optimise the pharmaceutical care of patients in custody.
7. Together with the Lead Nurse, plan, develop, implement, and evaluate education and training for the multi-disciplinary team, including pharmacy and nursing staff, in relation to safe, clinical and cost-effective prescribing and application of medicines legislation.

Advanced Clinical Practice

8. Works autonomously as an Advanced Pharmacist Practitioner and will undertake assessment, history taking, examination, treatment, request/interpret/undertake tests, full comprehensive documentation, prescribe medication within the role of an independent non-medical prescriber.

9. Responsible and accountable for the assessment of patients with acute and/or long-term conditions and for decisions about the clinical management, including prescribing. Post holder will employ advanced clinical skills to support their prescribing decision and ongoing monitoring for example: physical examination with competence or requesting/monitoring blood results, phlebotomy as required, and ongoing relevant monitoring to be followed up as part of the medication review process e.g. spirometry, PEFr, BP urinalysis.
10. To lead and direct the clinical pharmacy activities when delivering a specialist pharmacy service in your own area of practice, including, establishing and resolving individual patient pharmaceutical care issues and providing expert pharmacy advice with the aim of ensuring safe and effective use of medicines e.g.
- a. *Systematic approach to individual patient care: - Take account of patient and medication risk factors when assessing the patient to confirm pharmaceutical needs, and to identify, assess and prioritise pharmaceutical care issues. Medication history taking, medicines reconciliation, prescription monitoring, consulting case notes and liaising with patients, carers and other healthcare professionals will all contribute to the process of assessment.*
 - b. *Therapeutic drug monitoring (TDM): - For patients prescribed medicines with a narrow therapeutic index assess their individual dosage needs and monitor treatment. Advise on dosage adjustment when required.*
 - c. *Adverse drug reactions (ADR): -Monitor patients for adverse reactions or unexpected events related to their medication. Investigate and report suspected adverse effects to the MHRA. Ensure that details of any ADR and hypersensitivity reactions are documented under the hypersensitivity section of the case notes, the prescription and administration record and immediate discharge letter. Discuss the findings of the investigation and any necessary future avoidance with the patient.*
11. Responsible for individual and pharmacy team delivery of quality pharmaceutical care and efficient patient flow within the specialist area. Factors to be considered include medicines reconciliation; patient education, adherence to medication regimen; seamless care; clinically checking prescriptions; review of patients own medicines for return to patient or destruction; named patient medication.

7a. EQUIPMENT AND MACHINERY

The following are examples of equipment which will be used when undertaking the role.

IT keyboard.

Presentation equipment.

Office equipment, telephone, scanner, photocopier, printer etc.

The post holder will be authorised to carry keys within a high security environment and will have a personal alarm system.

Note: New equipment may be introduced as the organisation and technology develops, however training will be provided.

7b. SYSTEMS

The following are examples of systems which will be used when undertaking the role:

- PRISMS /PIS will be used to generate prescribing reports.
- Microsoft Office, i.e., Word, Excel, Access and Powerpoint will be used regularly, e.g. to analyse data from PRISMS / PIS, create reports for a wider audience, present to a wide range of audiences.
- The internet, e-library and medicines information databases will be used to effectively source specialised medicines related information e.g. Medline to influence management of patients by the use of PGDs
- Professional registration databases and websites for standards codes of practice and ethics to ensure professionals have correct registration and meet standards.
- Incident Management System – Datix.
- TURAS appraisal system for staff management.
- Pharmacy Quality System (BS EN ISO 9001:2015).

E-mail will be used to communicate quickly and effectively on a daily basis.

Have a working knowledge of clinical equipment used by staff, e.g. AED equipment, syringe drivers, glucose meters, peak flow meters, sphygmomanometers etc.

Note: New systems may be introduced as the organisation and technology develops, however training will be provided.

8. ASSIGNMENT AND REVIEW OF WORK

The post holder is a member of the senior staff of the pharmacy service, the prison healthcare service and will attend regular staff meetings and strategic planning events.

The post holder will be subject to formal annual appraisal and objective setting by the Lead Pharmacist REAS.

The post-holder is a senior independent practitioner who is responsible for managing their workload guided by local and national policies and principles. It is the responsibility of the post holder to identify service deficiencies and to correct them in accordance with the above or report them to the line manager.

9. DECISIONS AND JUDGEMENTS

To act as a role model and provide expert professional advice on the safe and effective use of medicines. This will often involve analysis of highly complex clinical situations, including evaluation of management options before decisions are made. For example, Interpret clinical evidence and individual patient information and then prescribe medicines as an independent prescriber for identified patients.

The post holder must use their highly specialist clinical knowledge and skills to critically appraise, communicate, negotiate and influence to promote the safe, appropriate, cost effective and evidence-based use of medicines in clinical practice.

This post holder must use their expert knowledge, skills and judgement to manage conflicting opinions and evidence, and advise on solutions when there is a lack of information or insufficient evidence.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

The post-holder will be required to manage, analyse and act professionally when faced with difficult and ambiguous problems.

Ensuring effective communication regarding complex legislation and systems for administration and supply.

Communicating information which the recipient may not agree with. Opinions may be divided any information may be sparse. Negotiate consensus view.

Conflicting priorities of differing staff groups/professions. Negotiation skills may be necessary.

Working in a secure environment, with a requirement to be a key holder and to carry and have an understanding of the personal alarm system. This includes awareness of the possibility of hostage taking situations. The post holder will be required to work within a potentially dangerous and unpredictable environment of the prison halls. In this environment prisoners can be manipulative and intimidating in order to gain access to medications, which are abusable, or act as currency within the prison. The post holder must be aware that the client group may become aggressive or hostile and must understand how to manage these situations appropriately.

11. COMMUNICATIONS AND RELATIONSHIPS

Consultants, GP's and other grades of doctors – Discussing safe and effective prescribing and monitoring for individual patients or groups of patients.

Nursing Staff – Discussing Patient Group Directions, Patent Specific Directions, Non-Medical Prescribing, and ensuring safe and effective administration of medicines as per policies and procedures.

Senior Management Team (e.g. General Manager, Clinical Director, Clinical Services Manager) – Clinical Governance issues on the use of medicines. Management of risk and resource allocations including cost of medicines.

Audit Scotland, Health Improvement Scotland (HIS), National Pharmacy Advisor, QIS and Scottish Government – Clinical Governance issues, audit and assurance

NHS Lothian Pharmacy Services (Senior Leadership Team) – Professional issues for escalation, and alignment of work programme with local and national pharmacy strategy.

Primary Care Team e.g. GP's, Community Pharmacists, District Nurses - Transfer of information regarding admission/discharge of patients to/from prison healthcare.

12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

Physical:

- Computer skills daily, travelling to various stakeholders across Lothian.

Mental:

- Concentration on specific tasks ensuring accuracy with numbers. Working to timelines for strategic papers and action. Unpredictable workload, frequent interruptions and reprioritisation required e.g., responding to urgent requests for advice.

Emotional:

- Receiving and coping with anger when service plans are not accepted as standard and ensuring resolution that satisfies both parties.
- Exposure to emotionally distressing and sensitive patient information when reviewing case notes, counselling patients and providing pharmaceutical advice and services at clinics.
- Occasional direct contact with anxious patients or carers regarding prescription and medicine information queries.

Environmental:

- Whilst having a base, expectation would be to work in various settings within NHS Lothian all of these will vary in size and equipment. Regular requirement to travel between sites which can be in adverse conditions.
- Risk of occasional exposure to violence and aggression. The post holder will occasionally have interactions with prisoners, who may attempt to manipulate or intimidate post holder in order to obtain specific medications; the post holder must stay impartial.
- Indirect exposures to body fluids and infection through involvement with patient care.
- Exposure to hazardous medicines and chemical products. Risk is minimised through adherence to Control of Substances Hazardous to Health (COSHH) and Standard Operating Procedures.

13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**Qualifications and Knowledge**

Masters degree in pharmacy or equivalent.

Registered with the General Pharmaceutical Council.

Postgraduate diploma or MSc qualification in clinical pharmacy or equivalent

OR

Demonstration of competence to the level of RPS Core Advanced Pharmacist Curriculum

Post-registration hospital pharmacy practice experience within clinical specialty.

Annotated as a supplementary and/or independent prescriber on the General Pharmaceutical Council register if required for the post.

Skills and Experience

Good interpersonal skills.

Good communication skills including verbal, written and formal presentations.

Good numeracy skills.

Standard keyboard skills and knowledge of Microsoft office packages.

Experience of planning, delivering and reporting audit and research projects.

Experience of planning delivering and assessing teaching.

Experience of service development and staff management.

14. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each jobholder to whom the job description applies.

Job Holder's Signature:

Date:

Head of Department Signature:

Date: