



## JOB DESCRIPTION

### 1. JOB IDENTIFICATION

**Job Title:** Aseptic Accountable Pharmacist/Specialist Clinical Pharmacist-(Band8a)

**Responsible to:** Lead pharmacist – acute care and medicines governance

**Department & Base:** Borders General Hospital Pharmacy

**Date this JD written/latest update:** Sept 11, Aug 21

**Job Reference:** 066531

### 2. JOB PURPOSE

Each advanced pharmacist acts as a lead for pharmacy services and has sole responsibility for their specialist area:

**Specialist area;**

*Surgical,*

*IT –professional support EMIS pharmacy,*

*Homecare Services*

*Professional support for IV therapies*

*Professional support for pharmacy department resilience*

*Aseptic accountable pharmacist*

The role of the Aseptic Accountable Pharmacist is to:

- provide professional leadership and to be accountable for services provided by the Aseptic Unit
- set and maintain standards for Aseptic service in line with current national standards and guidelines and legal requirements and ensuring all documentation is implemented and updated
- service planning and development

The role of the Specialist Clinical pharmacist:

To lead and develop the specialist pharmacy service for the designated specialist area in NHS Borders i.e. patients requiring treatment irrespective of care setting (includes hospital and community).

To undertake risk management in prescribing and policies and ensure compliance with relevant legislation and standards within the specialist area.

To provide expert advice in all pharmaceutical matters relating to prescribing and monitoring in the specialist area across NHS Borders.

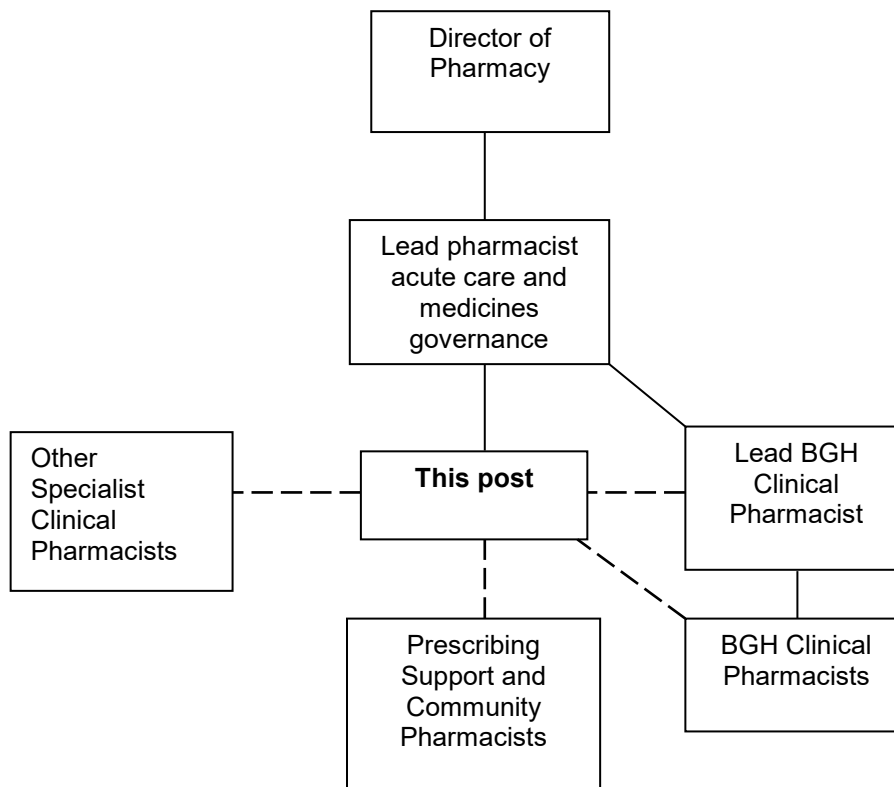
To lead and develop clinical audit and monitoring of prescribing within the specialist area in NHS Borders. To implement and redesign processes following the methodology of Scottish Patient Safety Program, prioritising medicine reconciliation and high risk medicine workstreams.

To work with other clinical staff within the specialist area to identify opportunities to enhance systems and /or modernise practice and act as a link between pharmacy and the speciality in organising, planning and implementing this e.g. CIVAS, polypharmacy review, ceilings of care, pharmacist prescribing, self administration of medicines and assessment of patients ability to manage their medicine, discharge planning and followup.

Developing an integrated approach to Pharmaceutical Care between GP practices, community pharmacy and secondary care, to address individual patient needs and supporting the implementation of Achieving Excellence in Pharmaceutical Care: A Strategy for Scotland.

019/25

### 3.ORGANISATIONAL STRUCTURE



Dashed lines indicate close working relationships

#### **4SCOPE AND RANGE**

##### *Aseptic accountable pharmacist*

Responsible for the safe and effective running of the Aseptic Service, provision of Aseptic Dispensing Services for wards at the Borders General Hospital and identified outpatients, participating in the national audits and resultant action plans. This includes the supply of e.g. chemotherapy, Total Parenteral Nutrition; Intravenous additives, clinical trial products intrathecal and occasional ad hoc items

The Accountable Pharmacist role as defined by the ASSIG profile for Aseptic Services

The postholder will influence prescribing in all appropriate care settings in NHS Borders (BGH, Community Hospitals, community services and GP prescribing) within their specialism.

They will represent NHS Borders on regional and national groups (e.g. ASSIG) as an advanced clinical pharmacist and actively participate in the wider strategic agenda for medicine use within their specialist area(s).

They will supervise and teach a wide range of clinical and pharmacy staff, patients and the public regarding aseptic services and medicine use within this specialism. They will undertake risk management and ensure compliance with current medicines legislation, national and/or local standards and guidance. E.g. Medicines Act 1968, Misuse of Drugs Act 1971, NHS Borders Code of Practice for Control of Medicines, SIGN guidelines, ASSIG/ quality assurance guidance etc.

The post holder monitors and provides expert advice, including horizon scanning, on medicine use within their specialism across NHS Borders. Responsible for pharmaceutical input to the management of drugs budget for specialist area, out of total hospital drug budget of £5.0m. NHS Borders supports a population of 115,000.

Each post maintains close links with the General Practice Clinical Pharmacy and Community Pharmacy Teams, Formulary Pharmacist and other Specialists, Managed Clinical Networks and other multidisciplinary teams for their area of responsibility, within NHS Borders and South East Scotland.

#### **OUR VALUES IN ACTION**

Care and Compassion • Quality and Teamwork • Dignity and Respect • Openness, honesty and responsibility

#### **5. MAIN DUTIES/RESPONSIBILITIES**

##### ASEPTIC ACCOUNTABLE PHARMACIST

- provide professional leadership and to be accountable for services provided by the Aseptic Unit
- set and maintain standards for Aseptic service in line with current national standards and guidelines and legal requirements and ensuring all documentation is implemented and updated
- service planning and development
- participation in internal and external audits and generating and completing associated action plans
- responsible for external contracts relating to the aseptic unit, for example, laboratory and quality assurance services

##### CLINICAL PHARMACEUTICAL INPUT TO EACH POSTHOLDER'S SPECIALIST AREA(S)

- To lead, co-ordinate and develop patient focused pharmaceutical care and medicines management to patients so maximising benefit and minimising risk in the use of their medicines.

To ensure economical and evidence based use of medicines. To explain a wide variety of pharmaceutical issues and facts to patients, carers, nursing, medical and consultant staff, and to provide expert advice to all staff in clinical areas on pharmaceutical standards, legal requirements, medicines management and other issues involving medicines.

To develop and maintain a safe and timely system:

- Of re-use of patients own drugs and one stop dispensing. Assist in accurate medication history taking and medicine reconciliation through discussion with patients, medical staff, GP's, practice and community pharmacists as appropriate, to ensure seamless pharmaceutical care provision on admission and discharge.
- for prescribing, pharmaceutical care planning and medication review throughout the inpatient stay taking account of the patient, their on-going clinical conditions and other medicines in use.
- Of liaison with community pharmacists and /or prescribing support team about specific patient related issues to ensure ongoing pharmaceutical care provision at discharge so the patient experiences a seamless transition.

\*Pharmaceutical care is a patient-centred systematic partnership approach ensuring that patients receive the correct medicine, in the correct dose, at the correct time for the right reasons. This is carried out by identifying, resolving and preventing medicine-related problems for patients and ensuring that staff understand the legal frameworks relating to medicines.

### **POLICY DEVELOPMENT, AUDITING AND MONITORING**

#### *Aseptic accountable pharmacist*

To manage, develop and maintain the BGH Aseptic Dispensing Service within the appropriate national standards and guidance in order to provide a safe aseptic dispensing service to patients.

To produce and implement protocols and procedures in accordance with corporate, clinical and staff governance for the use of medicines including high risk, highly complex regimens, restricted use, or expensive therapies, applying expert knowledge in the specialist clinical area e.g. unlicensed medicines, formulary restricted medicines and those requiring specialist clinical monitoring.

To plan, develop and provide education and training to pharmacy and other healthcare staff working within the specialist area. Ensure protocols are adhered to via audit, feedback and production of management reports for both local and national managers. Provide ongoing advice and guidance for all healthcare staff involved with the above. This may include organising the provision of such therapies in community hospitals or the patient's home.

To monitor, audit and produce monthly reports of drug usage and expenditure within specialist area(s), predicting the financial impact of any changes/trends in drug use and making recommendations for cost savings, for management teams. To evaluate the impact of new drug costs within specialist areas and monitor and predict the financial impact of high cost drugs, and report back to management teams. To assist in ensuring the safe, effective and cost efficient use of medicines throughout the organisation (NHS Borders).

Take a lead role in developing, undertaking and co-ordinating clinical audit and pharmacy practice research in the specialist area and /or pharmacy department in line with local and

national policies and standards. To participate in the development and implementation of standards for performance management of the Clinical Pharmacy Service. Participate in both speciality and pharmacy research and audit programs, including clinical intervention monitoring and drug utilisation audit.

To monitor audit and report on any medicines related incidents, complaints or clinical governance issues from specialist areas and explore ways of minimising risk of future re-occurrence or risk to patients and staff. Make appropriate recommendations to support improvement in these areas.

To ensure that the pharmaceutical aspects of clinical trials involving medicines within the specialist area meet local standards and national statutory and ethical requirements. To participate in clinical trials work.

Represent NHS Borders on local, regional and national groups as a specialist pharmacist working in specialist area and to actively participate through the work of these groups in the wider strategic agenda for pharmacy services, pharmaceutical care and medicine utilisation in specific patient areas. Link and liaise with other pharmacist working within the same speciality to share and spread good practice.

### **Independent Prescribers**

A requirement of this role is to practice as an Independent Prescriber (or undertake training in order to become an Independent Prescriber). The prescribing that will be undertaken will be for those patients under the care of the specialist area(s).

The responsibilities associated with practicing as an Independent prescriber are;

- Initiate and complete an episode of patient contact independently including; assessment, diagnosis and treatment acting within the limits of your competence and confidence.
- Is accountable and takes full clinical and professional responsibility for prescribing decisions made.
- Refer to other appropriate professionals whenever the scope of an episode of patient care exceeds their level of competence.

### **OTHER DUTIES AND RESPONSIBILITIES**

To oversee the dispensary team by supervising and checking dispensary and aseptic work and provide professional advice for 'over the counter' sales of pharmacy only medicines to staff and members of the public.

To supervise and indirectly manage other pharmacy staff allocated to dispensary or ward based work, including pharmacy students, pre-registration pharmacists, pharmacists, and pharmacy technicians. This includes prioritising and allocating work and tasks based on patient need, on a day-to-day basis to ensure the continuity of the clinical pharmacy service. To contribute generally to the development, quality, safety and effectiveness of the pharmacy service provided across NHS Borders.

To provide clinical training for pre-registration pharmacists, newly qualified pharmacists, pharmacy technicians, medical and nursing staff. To plan and implement training programs for pharmacy technicians and newly qualified pharmacists ensuring appropriate development and maintenance of staff competence through tutoring, mentoring and assessment.

To participate in weekend/holiday/late night rotas as required, dispensing medicines and providing professional checks for prescriptions.

Participate in the provision of BGH Pharmacists emergency duty service for NHS Borders hospital units.

To participate in appraisal and continuing professional development. Attend and participate in educational meetings to enable the provision of a high quality clinical pharmacy service and to assist in the education of other healthcare professionals as required.

To comply with NHS Borders and pharmacy department strategy and policies. To comply with the General Pharmaceutical Council code of professional conduct.

*In addition to the specific responsibilities outlined in this job description, the post holder will be expected to fulfil all the basic pharmacist competencies required as part of registration with the General Pharmaceutical Council. The post holder will be required to act at all times in accordance with medicines and Health & Safety legislation (e.g. Medicines Act 1968, Misuse of Drugs Act 1971, Poisons Act 1972, Control of Substances Hazardous to Health Regulations 2002) and professional obligations as outlined in the General Pharmaceutical Council, Standards of Conduct, Ethics and Performance.*

## 6.SYSTEMS AND EQUIPMENT

### *Aseptic accountable pharmacist*

Requires in-depth knowledge of all the physical aspects of the Aseptic unit and equipment including air handling plant, fabric of the unit, refrigerators , isolator cabinets, clean room clothing, sundries, safe management systems etc as well as the chemotherapy prescribing system Chemocare.

For ward clinical work the postholder is required to produce and maintain individual patient pharmaceutical care plans throughout the patient inpatient journey and at discharge. Other systems used in clinical work include the daily use of:

- Patient records e.g. case notes, drug prescription charts – postholders are required to read, monitor and annotate patient records as appropriate.
- Clinical systems e.g. biochemistry, microbiology and haematology systems for information retrieval and to facilitate the provision of advice to prescribers.
- Report clinical incidents using local procedures and reporting forms. Adverse effect reporting when appropriate.

Postholders regularly use the Emis (Ascribe) pharmacy system to collate and record patient information when dispensing. This then allows interrogation of the Emis reporter system to retrieve information in connection with clinical drug usage and allows postholders to produce drug management reports.

The system supports and provides;

- Stock control of pharmaceuticals
- Dispensing of medicines for patients
- Medicine charts for patients
- Management reports
- Creation/updating of patient records.

There is a requirement from each postholder to interpret prescribing and medicines usage in their specialist area from databases of medicines usage in secondary and primary care to give evaluated advice to clinicians and managers on medicines usage, and they are responsible for the collation and reporting of medicine utilisation trends across NHS Borders for medicines used within specialist clinical area using locally or nationally agreed datasets and performance indicators.

The postholder may need to consult and research medical and pharmaceutical literature, and then interpret and evaluate various pieces of information which may be conflicting or limited in order to formulate an expert opinion and provide expert advice regarding a specific patient and their therapy.

To facilitate this they make regular use of medicines information systems, internet databases and sources provided on NHS Scotland Knowledge network.

Each postholder has responsibility for the security of pharmaceuticals, includes security of keys and use of alarm system.

Use of telephone, use of aseptic equipment within the pharmacy department.

IT skills relating to the use of NHS Borders systems and the use of all Microsoft Office programs for e-mail, word processing, presentations and databases.

## **7. DECISIONS AND JUDGEMENTS**

### **The post holder :**

Is an independent practitioner who is responsible for managing their workload and their area of responsibility, and prioritising their work using professional discretion, but accountable to the Lead pharmacist – acute care and medicines governance.

Must be able to interpret and analyse complex information from multiple sources to manage all risks for the aseptic dispensing unit and take the necessary actions to reduce and mitigate risk.

Must be able to balance the needs of patients with safe aseptic dispensing taking into account available resources and take action as necessary.

Must interpret complex information regarding the safe and effective management of the aseptic unit and diagnosis of disease or medical conditions when considering choice of drug treatment for individuals and groups of patients, when making recommendations for treatment.

Must be alert to the needs of individual patients, groups of patients and the clinical speciality and must identify actual and potential problems and contribute to their resolution with the clinical and pharmacy teams. The pharmacist must take a lead in service developments relating to medicines use, in their specialist area. The post holder will be expected to advise and influence nurses and clinical specialists regarding the treatment of individual patients on a daily basis, providing advice on therapy and dosage particularly in highly complex patients where relevant pharmaceutical information may not be readily available.

In conjunction with the Senior Pharmacy team will be required to interpret national guidelines regarding medicine use and pharmaceutical care, develop local guidelines and provide advice on their implementation within their specialist area across NHS Borders. The post holder will have to explain the evidence base for medicines information provided and justify viewpoints offered where opinion differs or there is a lack of published evidence.

Will agree annual objectives with the Lead pharmacist – acute care and medicines governance.

Whilst not directly holding a budget, the post holder will monitor expenditure on drug use in their specialist area and advice on trends for future budget planning.

The post holder is professionally accountable for their own actions and decisions.

## **8. COMMUNICATIONS AND RELATIONSHIPS**

The post holder will have contact with all grades of hospital and community clinical staff, patients and carers relating to the safe use of medicine regimens. The information communicated can often be highly specialist pharmaceutical or highly complex medicines information that has to be presented in a format (or formats) that can be understood and communicated at an appropriate level of understanding for the recipient.

The Aseptic Services Specialist Interest Group (ASSIG) plays a key role in shaping aseptic services in Scotland. The post holder will be expected to be the NHS Borders representative on this group and collaborate on work from and for this group often in collaboration with aseptic staff in other health boards.

Coordinating with external contractors, Quality Assurance Pharmacist, as well as internal facilities staff and domestic services is necessary to maintain key equipment and environmental monitoring standards.

Most products are part of systemic anti-cancer therapy and prepared for out-patients within the Borders Macmillan Centre. Good communications and working relationship with the centres needed by the post holder to ensure smooth running of the aseptic unit and timely management of patients.

Communication with patients and carers relating to their underlying illness and its treatment may involve sensitive information. These post holders will deal directly with patients who have cancer, terminal conditions, enduring mental health problems, and chronic conditions so they are required to show empathy, understanding and sensitivity.

The pharmacist must also be aware of and sensitive to the problems which patients may have in understanding and interpreting information relating to medicines and respond accordingly. Excellent, well developed communication, negotiation and influencing skills are required to discuss medicines use, often following highly complex regimens of administration, with patients, carers and professionals of many disciplines both within and outwith the hospital.

These pharmacists must identify patients who may have (physical) problems taking their medication or being compliant with complex regimens, and develop and maintain condition or medicine specific patient information leaflets and/or aids to compliance for such patients within specialist clinical areas.

Teaching, training, leading audit and research and effecting change in practice and prescribing behaviours relating to highly complex and possibly toxic medicines involves communication of highly specialised information to a wide range of professional colleagues.

Advice relating to medicine use and expenditure within their specialism will be provided to clinicians, clinical pharmacists, service managers, finance and senior hospital management, in written or verbal format.

Collaboration with colleagues in management, finance, consultants, nurse specialists Public Health and others working in the multidisciplinary team for each specialist area is crucial to the success of each advanced pharmacist post, as is the development of good working relationships with medical, nursing and pharmacy staff, within and outwith NHS Borders.

Each post holder will be required to provide expert opinion for the sections of the local drug formulary relating to their specialist area in conjunction with NHS Borders Formulary Committee and Area Drug and Therapeutics Committee. They will provide guidance in assessing the appropriateness of new drug products for submission to the Formulary Committee, and identify areas of therapy where formulary review is needed.

They will advise on the use of unlicensed medicines within specialist areas, monitor and feedback information on their use to management teams.

Communication will include face to face, telephone, written, email, meetings, and both formal and informal presentations.

## **9. PHYSICAL DEMANDS OF THE JOB**

### **Physical**

Skill and dexterity are required to prepare sometimes complex medicines, (usually intravenous injections but also inhalations) for administration to patients and the ability to teach other these skills is essential

High degree of precision & accuracy for dispensing & checking, often with strict time constraints. Skill, speed and accuracy are vital in dispensing and in providing ward level services such as writing/ checking/reviewing prescriptions, results, charts and medicines. Required occasionally to transport packages of medicines to and from ward areas if required urgently.

Validated aseptic techniques including working in isolators with restricted movement (complex manipulations with arms in glove parts of isolator – fixed working position).

Combination of walking, standing, sitting and driving with occasional light physical effort.

General keyboard skills.

#### **Mental/Emotional**

Requires frequent high levels of concentration characterised by assessing different pieces of sometimes conflicting information and forming a clinical opinion. This work is often conducted under time pressures and subject to frequent interruptions. Undetected errors can cause patient harm e.g. checking dispensed medication or calculating doses.

Intense concentration is required when reviewing patients and their results. Interruptions can be frequent and work patterns are unpredictable depending on admissions and laboratory findings.

Communicating with patients who are confused, aggressive or agitated.

Dealing with patients who are terminally or seriously ill and their distressed relatives.

#### **Environmental**

Frequent patient contact involving exposure to environmental risks at ward level.

Potential exposure to toxic pharmaceutical materials.

Exposure to hazards is rare but contact with patients with infectious disease is an integral part of the job.

### **10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**

To effectively plan, prioritise and deliver a specialist pharmaceutical service to meet the needs of users (patients, colleagues, managers) within the available resources whilst meeting unpredictable workload requirements. Working to ensure successful patient outcomes with limited information, time constraints and within a stressful environment.

Making decisions to refuse making or releasing a product and to close the unit to new or existing work.

To deliver key outcomes for the Scottish Patient Safety Program and other medicine safety initiatives.

To provide expert pharmaceutical advice and a high quality pharmaceutical care service tailored to meet the needs of individual patients. This requires interpretation of complex information and discussion of complex drug therapy issues with a range of health care professionals.

Using professional judgement and experience where there may be limited information available or where information is complex and conflicting.

Continual and timely updating of the post holders clinical pharmacy knowledge base for both the specialist area but also general pharmaceutical knowledge.

To ensure the safe, efficient & economical use of medicines including the delivery of individualised pharmaceutical patient care.

To work with Pharmacy teams and managers across NHS Borders to achieve the local aims of national pharmacy strategy (currently Prescription for Excellence)

To maintain & improve working relationships with all healthcare professionals within the specialist area. Communication and negotiation with a wide range of clinicians to ensure compliance with local policies and formulary for medicine use.

Person specification

**Post:** Advanced Pharmacist in a defined specialist area  
Band 8a

		<b>Essential</b>	<b>Desirable</b>
1	<b>Qualifications</b>	<p>Master of Pharmacy Degree.</p> <p>Practising Pharmacist registered with general Pharmaceutical Council after 1 year post qualification pre-registration training and experience.</p> <p>Postgraduate qualification to Masters or Diploma level in clinical or hospital pharmacy or equivalent experience.</p> <p>ASCP Stage 2 hospital pharmacist training (2 years) or equivalent experience</p>	<p>Member of the Royal Pharmaceutical Society of Great Britain</p> <p>Prescribing qualification</p>
2	<b>Experience</b>	<p>Extensive post registration experience and relevant working experience within the clinical specialties.</p>	<p>Experience of hospital aseptic and cytotoxic dispensing and management</p>
3	<b>Skills</b>	<p>Highly developed specialist therapeutic knowledge and practical skills dealing with a complex range of pharmaceutical interventions.</p> <p>Expertise in pharmaceutical standards &amp; guidelines pertaining to hospital pharmacy</p> <p>Clinical pharmacy skills.</p> <p>Knowledge of methodology of Scottish Patient Safety program and the Model for Improvement, or similar improvement initiatives</p> <p>Working knowledge of standard computer programmes and of clinical and pharmacy systems, including those needed for medicine information provision.</p> <p>High level of networking, negotiating and influencing skills</p> <p>Understanding of budgetary systems relating to NHS and medicines in primary and secondary care</p> <p>Experience of using laboratory reporting systems for clinical monitoring.</p>	<p>Knowledge and experience of specialist area(s) for the post being applied for.</p> <p>Knowledge of NHS Borders policies and procedures and a detailed knowledge of pharmacy policies and procedures.</p> <p>Aseptic dispensing skills and knowledge of principles of aseptic dispensing and management of an Aseptic Dispensing Unit.</p>

4	<b>Personal qualities</b>	<p>Ability to prioritise own workload and service workload for specialist area. Organisational and time-management skills.</p> <p>Ability to work as part of a team</p> <p>Ability to apply therapeutic knowledge to clinical situations &amp; tailor information to suit the level of understanding of the recipient</p> <p>Ability to form working relationships with wide variety of people</p> <p>Ability to work calmly &amp; accurately under pressure. Ability to prioritise work to meet deadlines.</p>	
5	<b>Research and training</b>	<p>Experience in undertaking research and audit – to Masters level or above</p> <p>Experience in teaching and training pharmacy staff and other health professionals</p> <p>Participation in local, regional &amp; national educational opportunities &amp; other sources of continuing professional development to develop &amp; maintain currency of knowledge</p> <p>Medical, microbiological and pharmaceutical research literature evaluation and interpretation skills including economic and cost effectiveness data</p>	
6	<b>Other</b>	<p>Evidence of commitment to continuing professional development.</p> <p>Able to travel to other locations throughout NHS Borders as may be required to travel in order to deliver service needs.</p>	