

# JOB DESCRIPTION

1. **JOB IDENTIFICATION**

Job Title: Rotational Pharmacist (Clinical) – Band 6

Responsible to: Lead/Principal Pharmacist at Base Hospital

Department(s): Pharmacy

Directorate: Pharmacy

Operating Division: Pharmacy Services

Job Reference:

No of Job Holders: 12

Last Update (insert date): January 2021

# JOB PURPOSE

* + Provides specialised advice in all pharmaceutical matters relating to the care of individual patients.
  + Provides a specialist clinical pharmacy service to allocated wards, GP practices and departments.
  + Undertakes post registration professional training – NES VT Foundation Training Scheme.
  + Contributes to the wider development and improvement of pharmaceutical service to patients.
  + Accountable for the safe and cost effective use of medicines within their areas of practice.

1. **DIMENSIONS**
   * This is a rotational post, with allocated periods of work in clinical, dispensing, aseptic dispensing, Quality Assurance, Medicines Information and general practice.
   * May be required to work in any hospital in NHS Ayrshire & Arran or primary care general practice.
   * Day-to-day delivery of clinical pharmacy service to individual patients/clinical areas (including general practice) and dispensing services as allocated by Lead/Principal pharmacist.
   * Provides pharmaceutical care to a range of clinical areas with differing clinical specialities in accordance with personal development and departmental needs (including general and

specialised medical wards, general and specialised surgical wards, care of the elderly and primary care).

* + Supervises and trains less experienced pharmacists, pre-registration pharmacists or undergraduates rotating through their area of responsibility.
  + Participation in the provision of the specialised aseptic dispensing service as the authorised pharmacist, once trained.
  + Deputises for senior pharmacists as required
* In addition to the specific responsibilities outlined in this job description, the post-holder will be expected to fulfil all of 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, and Control of Substances Hazardous to Health Regulations 2002) and professional obligations as outlined in the Standards of conduct, ethics and performance.

# ORGANISATIONAL POSITION

Organisational chart attached

# ROLE OF DEPARTMENT

The function of the pharmacy service is to develop and deliver integrated patient focused pharmaceutical care, which meets the present and anticipated needs of the population of NHS Ayrshire & Arran in accordance with the Local Health Plan and national strategies. The intention of the service is to link all branches of the profession in order to better co-ordinate pharmaceutical care for patients and members of the public. The focus is on active participation in, and contribution to multi disciplinary, multi professional and multi agency teams in a fully integrated manner. The main responsibilities are:

* + The development and operational delivery (managed services) of pharmaceutical care across NHS Ayrshire & Arran.
  + The provision of expert advice on pharmaceutical matters to the NHS Board, Healthcare Directorates, senior managers and prescribers.
  + The provision of support regarding the development of Community Pharmacy
  + The implementation of robust clinical, corporate and staff governance systems to minimise risk and assure patient and staff safety and well being.
  + The promotion of safe and cost effective prescribing taking into account the clinical needs of individual patients.
  + The integration of services based on patients and integrated care pathways not boundaries.
  + The provision of support for the work of the Drug & Therapeutics Committees including the provision of educational support to a wide audience.
  + Ensuring that all aspects of the managed service comply with all statutory and quality standards.

# KEY RESULT AREAS

**(a) Main Duties and Responsibilities**

## Planning and Organisation:

* + Develops competence and delivers pharmaceutical care to patients in various specialities in line with local strategies, policies and procedures to ensure optimum patient care.
  + Provides specialised advice regarding the clinical use of medicines within their allocated clinical area.
  + Implements and monitors policies and procedures within the clinical pharmacy and dispensing services ensuring service quality and safe working practice, complying with all relevant standards and legislation included in the Code of Ethics and Practice.
  + Participates in the development and maintenance of policies and procedures within clinical and dispensing services.
  + Participates in the wider development of the pharmacy service by identifying areas for improvement and developing suggestions for change.
  + Participates in local groups involved in the pharmaceutical care of patients.

## Resource Management:

* + Supervises less experienced clinical pharmacists and technical staff rotating through their individual clinical area and dispensing services, as allocated by the Lead/Principal pharmacist. 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 service.
  + Monitors expenditure and drug utilisation trends within their individual clinical area, highlighting areas of concern to the Lead/Principal Pharmacist.
  + Implements policies and procedures for monitoring the use of medicines, identifying areas for cost improvement, promoting formulary management and good prescribing

practice.

* + Implements the managed entry of new medicines according to the agreed policy thus contributing to the overall management of the specified clinical speciality drug budget.
  + Ensures the security of medicinal products in all settings including wards and clinics and the main pharmacy department.

## Professional Practice:

* + Undertakes a daily clinical commitment by providing specialised clinical pharmacy input to allocated individual clinical areas, participating in consultant ward rounds and multidisciplinary team meetings as appropriate to ensure that the medicines prescribed are as clinically and cost effective and safe as possible for the individual patient i.e. reviewing prescriptions, identifying, resolving and preventing medicine related problems, devising, recording and monitoring care plans for each patient, interpreting blood serum results of individual drugs/patients that require specific monitoring and advising patients and other healthcare staff on all aspects of medicines.
    - Performs defined clinical, legal and accuracy checks on dispensed medicines (immediate discharge letters, pass medications and outpatient clinic prescriptions), identifying any pharmaceutical care problems and resolving these with the prescriber by providing prescribing advice and recommending appropriate modifications to ensure that all medicines supplied are appropriate.
    - Participates in the dispensing of investigational medicinal substances in accordance with the clinical trial protocol, legislation and best practice guidelines to minimise risk to patients and invalidation of trial results.
    - Participates in the provision of the specialist aseptic dispensing service as an Authorised Pharmacist.
    - Reports medication errors and participates in investigations as appropriate, ensuring that the risks associated with medicines are minimised.
    - Improves pharmaceutical public health by identifying and preventing adverse drug reactions. Reporting suspected adverse reactions on medicines to the Medicines and Healthcare Devices Regulatory Authority (MHRA).
    - Requests authorisation for the pharmaceutical aspects of unlicensed medicines particularly those requested in their allocated wards.

## Education and Training:

* + - Undertakes and completes the NES VT Foundation training programme for Pharmacists.
    - Participates in the implementation of training programmes to all grades of pharmacists and technical staff which includes formal assessment when required e.g. undergraduates, pre-registration pharmacists, qualified pharmacists and technicians.
    - Identifies and addresses any training needs to improve medicines management within their allocated clinical area to support the wider education of healthcare staff e.g. medical and nursing staff.
    - Counsels individual patients, groups of patients or carers regarding their medicines improving understanding and optimise concordance.
    - Undertakes statutory and mandatory training.

# General Duties:

* + - Undertakes and participates in audit within their allocated clinical area in line with the national standards and frameworks in order to maintain standards and develop the service.
    - The post-holder will be required to maintain a relevant pharmacy practice commitment, including dispensing and clinical pharmacy, depending on their own experience and service needs.
    - Participates in departmental rotas including on call according to service need, as outlined in the contract associated with this post.

# Complies with all local policies and procedures in accordance with corporate, clinical and staff governance.

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| * Acts as key holder, performs security checks, sets and deactivates intruder alarm when required. * Operates pharmaceutical isolators and aseptically manipulates fine tool devices to prepare Chemotherapy, Total Parenteral Nutrition and Intravenous Additives for individual patients, in accordance with standard operating procedures. |
| **7b. SYSTEMS** |
| * Regular use JAC pharmacy computer system, Hospital Electronic Prescribing and Medicines Administration system (HEPMA), GP clinical systems (eg EMIS, VISION) and the ChemoCare system to input and retrieve information in connection with clinical and   dispensing practice and to produce management reports.   * Regular use of the NHS Ayrshire and Arran Intranet to access laboratory reports for individual patients. * Regular use of Microsoft Office computer software for email and internet enquiries, word processing of reports and policies, producing spreadsheets of management information   and statistics and PowerPoint for presentation to staff.   * Regular use of the prescription monitoring data base. * Uses Patient Tracking system. * Use of organisational systems eExpenses and eLearning. |

# ASSIGNMENT AND REVIEW OF WORK

The post-holder is managed by Lead /Principal Pharmacist. Day to day management and work is assigned by the Senior Pharmacist.

* + Works autonomously against objectives agreed with the VT Foundation training tutor and the Senior Pharmacist – Clinical Services/ Principal Pharmacist.
  + Clinical workload will be self-generated, influenced by patient needs, service needs and the local clinical pharmacy strategy.
  + Workload in department based services such as the dispensary and aseptic dispensing will be generated by service/patient needs.
  + Accountable for own professional actions and outcomes – guided by legislation, local protocols, procedures and the local formulary.
  + Accountable for personal decisions taken regarding individual patients in the course of managing their care.

The Principal or nominated Senior Pharmacist – Clinical Services carries out formal performance review meetings for this post

The job description will be reviewed regularly in collaboration by management and post-holders

problems/needs and seeking management support as required.

* The post-holder is professionally accountable for his/her own actions in advising and influencing nurses, medical staff and other healthcare professionals regarding the treatment of individual patients on a daily basis e.g. monitoring and adjusting doses for drugs with a narrow therapeutic index or in patients with renal impairment.
* The post-holder will be expected to exercise discretion and develop their own skills regarding how to meet the pharmaceutical care needs of individual patients.
* Decisions may be complex, e.g. the recommendation of doses or treatment options where there may be limited information on which to base a decision.

# MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

* + Dealing with the unpredictable patterns of work, often working to tight timescales, with frequent interruptions to ensure that each patient’s medication regimen is safe and appropriate for its intended purpose and is supplied on time, where there is sometimes limited information to guide decisions.
  + Challenging the decisions of consultant, other medical staff and practitioners from other professions to ensure that each patient’s medication regimen is evidence-based.
  + Balancing the demands of the allocated work to ensure continuity of service and the maintenance of patient safety.
  + Developing partnerships working between primary care and secondary care.
  + Keeping up to date with a rapidly changing knowledge base.

1. **COMMUNICATIONS AND RELATIONSHIPS**

In support of our core purpose of Working together to achieve the healthiest life possible for everyone in Ayrshire and Arran we are committed to a culture that is Caring Safe and Respectful. The post holder is required to work collaboratively in a safe, caring and respectful way.

* + In addition the post-holder is expected to communicate on a daily basis with medical staff, nursing staff and other healthcare staff using evaluated information to enable informed decisions about patient’s therapies.
  + Tact and diplomacy is required when trying to encourage other healthcare staff towards a particular course of action, where agreement is required.
  + Presentation and mentoring skills at local level are necessary to fulfil the role of

developing self and supporting staff.

* + Information received and communicated will often be complex, including the need to interpret and analyse drug charts and patient information.
  + Regular contact with General Practitioners, community pharmacists, practice nurses and other healthcare workers in the community for the seamless pharmaceutical care of patients.
  + There will be daily contact with patients as individuals or in groups, regarding information about their medication, to be delivered in a manner that is easily comprehensible to those who may have a limited knowledge of the subject matter.
    - Must communicate regularly and effectively with other members of the pharmacy department to promote an effective and efficient pharmacy service.

# Internal Communications External Communications

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| --- | --- | --- |
|  | Consultant Physicians | General Practitioners |
|  | Consultant Surgeons | Community Pharmacists |
|  | Senior Medical Staff | Healthcare workers in primary care |
|  | Junior Doctors |  |
|  | Medical Students |  |
|  | Nursing Staff |  |
|  | Allied Health Professionals |  |
|  | Patients and their carers |  |
|  | Other pharmacists and technicians |  |

1. **PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB**

# PHYSICAL EFFORT / SKILLS:

* + Computer keyboard skills used daily.
  + Driving required.
  + Lifting and handling skills used occasionally to lift and move boxes and containers some of which will be over 15 kilos.
  + Standing for periods of time to perform checks on dispensed prescriptions.
  + Standing for periods of time on a daily basis while participating in the multidisciplinary ward rounds.
  + Walking between wards and the pharmacy on a daily basis.
  + Standing or sitting in awkward positions on a daily basis for periods of time in the wards to input and retrieve clinical data at a patient’s bedside, notes-trolley and computer

terminals.

# MENTAL EFFORT / SKILLS:

* + Frequent periods of concentration required every day when reviewing prescribed medicines, counselling patients, writing reports or performing checks on dispensed items where an undetected error could result in serious patient harm.
  + Required to concentrate continuously and apply mental attention at all times.
  + A high degree of speed, accuracy and attention to detail is expected in all duties.
  + Tasks are frequently interrupted to deal with queries or requests for advice that have to be dealt with immediately.
  + Concentration required when carrying out calculations, analysing/interpreting data.

# EMOTIONAL EFFORT / SKILLS:

* + Frequent direct contact with patients, some of whom may be physically or emotionally distressed, aggressive or suffering from a serious or terminal disease.
  + May be interrupted for advice on occasions.

# WORKING CONDITIONS:

* Potential exposure to toxic pharmaceutical materials.
* Occasional risk of verbal or physical abuse from patients or their relatives.
* Frequent use of visual display units.
* Frequent direct patient contact involving occasional exposure to environmental risk/ communicable diseases at ward level.

# 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

Minimum required to undertake the role.

# Qualifications:

Masters of Pharmacy Degree or equivalent.

Member of the General Pharmaceutical Council (*including evidence of continuous professional development*)

Scottish Hospital Pharmacy Vocational Training Scheme - *working towards completion*

# Experience:

Relevant hospital pharmacy experience (desirable) Good interpersonal skills.

Advanced arithmetic skills

Full driving Licence.

Ability to work autonomously.

Ability to work effectively as part of a team, in a pharmacy and multi-disciplinary environment.

# Knowledge:

Highly developed specialist knowledge through undergraduate Master of Pharmacy Degree and pre-registration training.

Required to demonstrate specialised clinical skills, clinical reasoning and judgement. Computer literate with knowledge of information technology.

Knowledge and understanding of relevant standards and guidelines.

**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:

Head of Department Signature:

Date:

Date: