# NHS FORTH VALLEY



# JOB DESCRIPTION

**1. JOB DETAILS**

**Job Title: Prescribing Support Nurse**

**Responsible to: Lead Pharmacist, Formulary & Medicines Management**

**Directorate:** **Pharmacy Services**

**Job Reference:**

**2. JOB PURPOSE**

The post-holder will provide management and clinical leadership to support the delivery of safe, clinically effective and cost effective non-medicine prescribing by:

Developing, implementing and evaluating a range of processes to ensure successful implementation of NHS Forth Valley non-medicine prescribing strategies and policies. This will include developing innovative ways of working to support the priorities of the Directorate and wider organisation to fulfil current and future needs.

Providing clinical leadership on non-medicine prescribing in a broad range of therapeutic areas and clinical settings, to GPs, nurses, other healthcare professionals and non clinical professionals.

Providing GP practice based clinical audit and patient facing non-medicine reviews on specific topics promoting high quality prescribing with a focus on improving cost-effective non-medicine prescribing.

Contribute to the overall prescribing efficiencies agenda across all relevant therapeutic areas.

Develop models of information and knowledge exchange around clinical and financial aspects of non-medicines prescribing. Working closely with General Managers, Clinical Leads, Service Managers and Finance Managers to support the development of the non-medicine prescribing agenda and ensure cost efficiencies is a key focus within the Directorate.

Be a member of relevant NHS Forth Valley committees and senior groups and also represent NHS Forth Valley at relevant national groups with a focus on non-medicine prescribing.

**3. DIMENSIONS**

Work across a range of primary care settings in NHS Forth Valley including GP practices, community health clinics, care homes, general and other community settings including patients’ homes.

Member of the NHS Forth Valley Therapeutics Resource Group (TRG).

Link with local stakeholders within primary and acute care.

Link with members of the Prescribing Support Team.

Supervise and teach nursing staff and nursing students on areas of non-medicine prescribing such as wound management, stoma, urinary, dietetics and any other areas as deemed appropriate to the post.

Advise on & help implement local recommendations for non-medicine prescribing.

**4. KEY DUTIES**

**Responsibilities (Specific)**

**Provision of Specialist Knowledge & Advice**

**GP Practices / Non-Medicine prescribing audits:**

* Responsible for the planning, organisation and formulation of short or long term non medicine prescribing management activities after negotiation with GP practice staff. This includes regular evaluation and strategy adjustment in response to changing priorities.
* Challenge current non-medicine prescribing behaviour and influence future non-medicines prescribing practice and be able to justify decisions where conflicting information/evidence is available to individuals who may hold alternative or hostile views.
* Advises practices on the safe and effective development and implementation of practice policies and protocols relating to non-medicine prescribing e.g. wound management.

**Information Collation & Analysis:**

* Collate, analyse and interpret non-medicine prescribing data stored in PRISMs (Prescribing Information System) database to generate individualised and standard reports/ presentations for prescribers.
* Regularly update reports to facilitate monitoring of changes to non-medicine prescribing practice and provide written and verbal reports on the findings to individual practices, TRG, medicines resource groups, prescribing support team.
* Appraise, interpret and compare complex clinical literature, trials, protocols, clinical guidelines, published research and budgetary information to ensure tailored specialist non-medicines and pharmaceutical information is provided.
* Supports the development and implementation of clinical audits for both practice specific and Forth Valley-wide use.
* Promotes and contributes to the identification, collation and analysis of data collected in support of NHS Forth Valley non-medicine prescribing policies & guidelines.

**Clinical Governance:**

* Maintains an up to date clinical knowledge across common non-medicine areas accounting for the majority of non-medicine prescribing in primary care. It would be expected that a highly specialist clinical knowledge in relation to specific projects and initiatives is maintained.
* Actively contributes to the development of a clinical governance framework which needs to evolve around the introduction of new interventions and patient care services.
* Undertakes the necessary training and maintains competencies to practice safely the techniques of clinical assessment of patients in relation to non-medicines areas of activity.
* Undertakes and records details of regular postgraduate education and continuing professional development, to meet the CPD requirements for continued registration with the NMC.
* Directly respond to concerns from patients, GPs and other service users in a sensitive and tactful manner to address any problems and negotiate a satisfactory and appropriate outcome.
* Initiates, undertakes, or guide others, in audit and research within their specified clinical speciality in line with the national standards and frameworks in order to maintain standards and develop the service.
* Implements local policies and procedures in accordance with corporate, clinical and staff governance.

**Education & Training:**

* Provides educational training to GP practices to support aspects of non-medicine prescribing and relevant long-term conditions (LTC).
* Prepares and delivers presentations to a range of other healthcare professionals from primary and acute care and various public groups, on a variety of topics relating to non-medicine prescribing/LTC. The post holder will be required to adapt the presentation according to the audience .
* Contributes to the development and delivery of clinical education & training sessions for members of the prescribing support team e.g. preparation and delivery of oral presentations, workshop facilitation.
* Participates in relevant team meetings and peer review to share working practice, identify clinical education needs and support practice governance.
* Contributes articles & information to prescribing bulletins on non medicine prescribing.
* Undertakes statutory and mandatory training.

**Responsibilities (General)**

**Patient Client Care**

**There is a responsibility to:**

Deliver specialist care to specified patient populations which may involve communicating complicated non-medicine related information to clinicians and managers to support robust safe, efficacious and cost effective decision making for the Directorate.

Advise the Associate Director of Pharmacy, Senior Management, Clinicians and appropriate Board Committees regarding the use of non-medicines for an individual or group of patients in accordance with published evidence, making judgements often where no information is available or there is differing clinical opinion.

Demonstrate and apply advanced clinical knowledge in the use of non-medicines ensuring practice is evidence based and in accordance with current good practice and local policy, including providing regular prescribing advice to other specialists, consultants, nurses, other healthcare staff, care home teams and patients.

Provide patient and / or carer education on non-medicine use in both written and verbal form as and when required.

* **Policy and Service**

**There is a responsibility to:**

Contribute to the development and delivery of an integrated prescribing strategy for NHS Forth Valley to support local and national healthcare policies in order to ensure safe, effective and cost efficient use of medicines and non-medicines.

Ensure the delivery of clinical governance matters related to the use of non-medicines within the area of responsibility, in particular governance around areas of significant clinical or financial risk.

Determine financial and service pressures associated with the entry of new non-medicines and work with clinical leads and pharmacists to lead on the development of robust cost effective pathways to ensure safe and effective delivery of care.

Work closely with clinical leads / service managers / finance managers to develop pathways to ensure awareness of patient numbers / financial spend on new and ongoing non-medicines with high financial or service implications to ensure that budgetary constraints are met.

Utilise prescribing data and financial reports to identify areas of variation within clinical practice and link closely with Clinical Leads and Service Managers to drive improvement and monitor outcomes.

Identify and document risks, options for management of risk within the area of responsibility according to NHS Forth Valley’s Risk Management policy and procedures. Devise action plans to minimise risk as appropriate.

As a member of relevant NHS Forth Valley prescribing groups/Committees, contribute to Forth Valley priorities, linking national and local priorities and providing advanced level advice on non-medicine prescribing.

Represent NHS Forth Valley at relevant regional and national specialist non-medicine prescribing groups.

Develop protocols and guidelines relevant to the area of responsibility for application across all relevant settings.

In conjunction with the Lead Pharmacist for Formulary & Medicines Management, advise on the local interpretation of national and local legislation and guidance to inform service policy, service development and plans, work priorities, resource allocation, and workload.

* **Finance and Physical Assets**

**There is a responsibility to:**

Ensure systems are in place to monitor the usage of non-medicines within Forth Valley to ensure safety, efficiency and cost effectiveness. This will include formulary management thereby contributing to the overall management of the prescribing budget.

Work closely with the pharmacy team, to provide non-drug expenditure and usage information to clinicians, pharmacy, finance and management teams as appropriate.

Engage with Clinical Directors, Speciality Leads and prescribers to ensure the appropriate use of prescribing resources.

* **Staff Management/Supervision, Human Resources, Leadership and/or Training**

**There is a responsibility to:**

Develop the team within the area of responsibility, influencing and motivating them to achieve the aims of the service and actively promote the service to colleagues.

Identify the training needs of the staff within the area of responsibility and ensure that these are met in order to undertake the roles required of them.

Provide education and training to all relevant staff as roles are developed to support priorities.

* **Information Resources**

**There is a responsibility to:**

Regularly generate reports using a variety of software packages e.g. medicine information databases, pharmaceutical stock control systems, financial reports for tracking non-medicine expenditure for the area of responsibility.

Utilise appropriate NHS Forth Valley systems as required.

* **Research and Development**

**There is a responsibility to:**

Identify, approve, initiate, monitor, supervise and guide others in regular audit and research within the area of responsibility in line with National standards and frameworks in order to support the development of the service. For example MSc research to publication level, national and local audits.

Use Rapid Improvement Methodology to test changes in service provision to support priorities, evaluate outcomes and enact change.

Analyse information provided by clinicians following the conclusion of clinical trials and audits and advise and suggest treatments taking into account patient factors.

Interpret clinical trial data and produce reports for submission and / or presentation to senior management.

**Skills**

* **Physical**

**There is a requirement to:**

Be computer literate and be able to use Microsoft office software.

Utilise the internet and available specialist pharmaceutical databases to source non-medicines related information.

Utilise specialist pharmacy software, dispensary systems, computerised stock control and medicines management systems.

* **Communication**

**There is a requirement to:**

Represent NHS Forth Valley at National and Regional clinical networks for the area of responsibility and use these opportunities to develop new contacts and share best practice.

Challenge information provided by and decisions made by other senior staff, which may not be well received, with a need to negotiate and influence discussion to obtain a satisfactory outcome.

Present at a range of local regional and national fora to ensure that the area of responsibility is represented and working with wider partnerships and agencies.

Lead difficult conversations relating to for example, service changes and redesign and help staff to understand the need for this and how it will affect them.

* **Analytical**

**There is a requirement to:**

Critically analyse and interpret clinical information provided about patients and their condition/s and advise clinicians about their treatment options.

Use judgement and expert knowledge on a daily basis to be able to interpret and evaluate potentially conflicting non-medicine related information.

Manage, analyse and act appropriately when faced with difficult and ambiguous problems that may be related to staff issues and / or patient conditions and / or treatments.

* **Planning and Organising**

**There is a requirement to:**

Provide leadership for the development and implementation of redesign programmes in the area of responsibility in order to support the wider Board objectives.

Contribute to the long term planning of projects for specific areas of prescribing that will contribute to the wider National and NHS Forth Valley Health Care, Pharmacy and other related strategies.

**Effort and Environment**

* **Physical**

**There is a requirement to:**

Exert light physical effort daily including standing for periods of time, walking between departments and clinical areas.

Work at a computer for prolonged periods of time.

Lifting and handling skills used occasionally to lift and move boxes and containers.

* **Mental**

**There is a requirement to:**

Respond to unexpected interruptions to deal with queries or requests for advice that have to be dealt with immediately.

Write reports such as solutions to problems that require the use of in-depth thinking and critical analysis of issues and assessing the impact on the area of responsibility as a whole.

Apply focussed concentration when developing service plans, service challenges and finding solutions anticipating the level of impact these will have on the staff and services.

Apply focussed concentration when analysing/ interpreting highly complex data and interpreting or appraising reports or documents.

A high degree of speed, accuracy and attention to detail is expected in all duties.

Requires confidence to contribute and lead in clinical settings.

* **Emotional**

**There is a requirement to:**

Work in an emotional environment, directly in contact with patients who may be angry or upset.

Work in emotionally charged situations when managing change and implementing programmes that are unpopular / unwelcome where the services requires this.

Challenge the decisions of practitioners from other professions who make decisions about what to prescribe and / or treat patients with.

Conflicting demands and pressures from individuals and groups.

* **Working Conditions**

**There is:**

Potential exposure to toxic pharmaceutical materials.

Occasional direct patient contact involving exposure to environmental risk.

Regular VDU user.

Occasional risk of verbal or physical abuse from patients or their carers.

**5. FREEDOM TO ACT WITHIN THE JOB**

Work is generated by the needs of the service and the Lead Pharmacist, Formulary & Medicines Management / Clinical Nurse Manager as appropriate who will have regular discussions regarding the workload and priorities.

Primarily self-directed, plans prioritises own workload and works towards agreed objectives, there is scope to make independent and autonomous decisions on a daily basis. The Lead Pharmacist, Formulary & Medicines Management / Clinical Nurse Manager is available for advice and guidance if required.

Anticipate problems/needs and resolve these in a proactive, independent manner.

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.

There will be an annual formal Personal Development Planning and Review meeting where objectives will be discussed and agreed but these will be taken forward proactively.

Work within the established parameters of occupational policies, codes of practice and professional standards.

Identify and record own training needs in accordance with the directions of the Nursing & Midwifery Council and the Lead Pharmacist, Formulary & Medicines Management and participate in education and training programmes to develop skills as part of a commitment to continuing education and continuing professional development.

Have a key role in multi-disciplinary and multi-agency settings to support the delivery of safe, effective and economic use of non-medicines within the area of responsibility.

Expected to assist in developing the service taking into account the needs of the service users, in accordance with published guidance and building on their own experience.

**6. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**

**Qualifications**

* First level registered nurse with NMC with appropriate post registration experience and able to demonstrate the appropriate competencies and skill for the job
* Educated to degree level in an appropriate subject
* Educated to masters level or working towards desirable
* Non-medical prescriber

## Training and Experience

* Evidence of further education including post graduate certificate/diploma/Continuous Professional development in relevant area
* Evidence of recent, relevant continuous personal development
* Significant clinical experience in relevant clinical within areas as required for the post (e.g. continence, stoma and wound management)
* In depth knowledge and demonstrable evidence of influencing and facilitating skills
* Experience in service improvement and / or practice development
* In depth knowledge and demonstrable evidence of guideline development skills
* In depth knowledge and demonstrable evidence of Change Management Skills
* In depth knowledge and demonstrable evidence of good Organisational Skills
* In depth knowledge and demonstrable evidence of training and education skills
* In depth knowledge and demonstrable evidence of Time Management and Project Management Skills
* In depth knowledge and demonstrable evidence of demonstrating leadership skills and the ability to facilitate these in others
* Ability to train and educate patient and professional groups
* Experience of budget management for an area of responsibility Willingness to attend appropriate study days and short courses relevant to job
* Willingness to undertake extended self study
* Willingness to develop advanced assessment and diagnostic skills

**Knowledge, skills, ability: Depth and extent of knowledge. Range and level of skills i.e. communication (oral, written, presentation), Planning / organisation, numeracy, leadership, etc.**

* Proven track record in effective leadership – successful communication, negotiating, .persuasion, influencing, challenging behaviours
* Knowledge and understanding of policy and guideline development, implementation, review, monitoring and evaluation
* Knowledge, understanding and experience of service improvement, redesign and managing change
* Be able to demonstrate skills in effective decision making, prioritisation and organisation
* IT and information literacy
* Knowledge and thinking at postgraduate (masters level) within relevant therapy areas as required within the post (e.g. continence, stoma and wound management)
* Good working knowledge of national standards and guidelines
* Sound understanding of the principles of clinical and care governance
* Ability to demonstrate excellent and effective communication and interpersonal skills
* Good working knowledge of clinical audit and research
* Report writing skills
* Awareness of budget management

**Personal qualities**

* Ability to work on a complex, broad dynamic and varied agenda
* Ability to work on own initiative

**7. DEPARTMENT ORGANISATION CHART**

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DIRECTOR OF PHARMACY

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Prescribing Support Nurse (Band 7)

(This Post)

Direct Line Management Responsibility

Professional Accountability

Clinical Nurse Manager

1 wte
Lead Pharmacist (Formulary & Medicines Management)

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Associate Director of Pharmacy Primary Care