# NHS FORTH VALLEY



# JOB DESCRIPTION

**1. JOB DETAILS**

**Job Title: Lead Clinical Pharmacist, Acute**

**Responsible to: Associate Director of Pharmacy / Services General Manager**

**Directorate: Various**

**Job Reference: BN-AHP-120**

**2. JOB PURPOSE**

Act as an advisor to the Directorate Management Team for the Pharmaceutical Service in the area of responsibility ensuring that the service complies with legal, professional and quality assurance requirements. This will include:

Provide strategic level, clinical and professional leadership for the development of pharmacy service in the area of responsibility in line with local, regional and national strategy requirements. This will include developing innovative ways of working to support the priorities of the Directorate and wider organisation, working directly with General Manger, Associate Medical Director and Lead Nurse to define how pharmacy services can be developed to fulfil current and future needs.

Ensure local, regional and national policy interpretation and implementation and the safe and effective use of medicines within all clinical areas of the Directorate.

Ensure that pharmacy legislation (in particular the Medicines Act, Misuse of Drugs Act and relevant European Legislation) and good practice guidance (National and local), are implemented and adhered to and suitable monitoring / auditing arrangements are in place within the Directorate.

Provide expert advice to the General Manager, Associate Director of Pharmacy, Executive Management Team and Senior Management Team on all pharmaceutical matters relating to the area of responsibility, including the introduction of new medicines and exceptional case prescribing.

Being a clinical leader with responsibility for co-ordinating the planning, delivery and development of pharmaceutical care to patients in the relevant directorate in NHS Forth Valley. This will be achieved through practice as an advanced practitioner and through management of designated pharmacy staff.

Develop models of information and knowledge exchange around clinical and financial aspects of medicines working closely with General Manager, Clinical Leads, Service Managers and Finance Managers to support the development of the medicines optimisation agenda within the Directorate.

Work closely with clinical and non-clinical staff to ensure medicines optimisation is a key focus within the Directorate.

Ensure that the Directorate provide a quality assured service in relation to medicines which identifies and addresses risks to patients and the service, undertakes corrective action and maintains full documentation e.g. risk registers, medication incident monitoring.

Contribute to the wider clinical governance agenda in NHS Forth Valley by providing effective leadership for the Scottish Patient Safety Programme for the safe and effective use of medicines within the clinical areas of responsibility.

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, pre-registration pharmacy projects, national and local audits.

Be a member of NHS Forth Valley senior level committees and senior organisational groups, for example the Area Drug and Therapeutics and associated committees, Acute and Specialist Services Medicines Resource Group, eHealth Forum, Clinical Governance Committees etc.

**3. DIMENSIONS**

Contribute to the management of a budget for pharmacy resources within financial constraints and in accordance with NHS Forth Valley Standing Financial Instructions to achieve optimum use of resources within the Directorate.

Manage the procurement, storage, dispensing and supply of medicines for the area(s) of responsibility.

Authorised signatory for orders, invoices, credit notes and requisition of drugs from external suppliers in line with the scheme of delegation responsibilities within the Board’s Standing Financial Instructions.

**4. KEY DUTIES**

**Responsibilities**

* **Patient Client Care**

**There is a responsibility to:**

**To enhance patient care through the provision of a clinical pharmacy service according to service specifications/ clinical standard operating procedures/clinical standards to patients to ensure safe, clinically effective and cost efficient use of medicines**

Deliver developed specialist pharmaceutical care to a specified patient population which may involve communicating some complicated medication 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 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 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 and patients.

Identify areas where pharmacist prescribing will enhance patient care and negotiate with the Associate Director of Pharmacy and General Managers for the necessary resources if required and ensuring that the resulting changes are implemented.

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

**Clinical Pharmacy – Pharmacist Prescriber**

* To undertake appropriate additional training in order to register as a Pharmacist Independent Prescriber.
* To undertake appropriate CPD to maintain competence within the role of prescriber
* To act at all times in accordance with local and national policies, frameworks and legislation pertaining to the role of Pharmacist Prescriber.
* As an Pharmacist Independent Prescriber responsibilities are:
* To initiate and complete an episode of patient contact independently including; assessment, diagnosis (diagnosis may already be known) and treatment, acting at all times within the limits of the individual’s confidence and competence
* To be accountable and take full clinical and professional responsibility for the prescribing decisions made.
* To refer to other appropriate professionals whenever the scope of an episode patient care exceeds the individual’s level of competence.
* The Supplementary Prescriber is accountable and takes full clinical and professional responsibility for prescribing decisions made.
* To refer to other appropriate professionals whenever the scope of an episode patient care exceeds the individual’s level of competence or is outside of the scope of the agreed Clinic Agreement.
* **Policy and Service**

**There is a responsibility to:**

Contribute to the development and delivery of an integrated pharmacy service for NHS Forth Valley to support local and national healthcare policies.

Lead, and develop pharmaceutical services for the area of responsibility in order to ensure safe, effective and cost efficient use of medicines.

Contribute to the management of the long term strategic development of pharmacy services for the area of responsibility, including pharmacy related e-Health, linking these to local and national needs to ensure that a quality pharmacy service is provide to the Directorate.

Provide expert advice to the Associate Director of Pharmacy regarding current and anticipated demands for pharmacy services and negotiate with the Associate Director of Pharmacy, Senior Clinicians, Nurses, Directorate Management (e.g. by producing business plans) for the resources to develop the pharmacy service to best meet patients’ needs.

Ensure the delivery of clinical governance matters related to the use of medicines within the area of responsibility, in particular governance around areas of significant clinical or financial risk such as high cost medicines and unlicensed medicines

Determine financial and service pressures associated with the entry of new 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 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 with Associate Director of Pharmacy, Senior Clinicians, Nurses and Directorate Management as appropriate.

Monitor the service, number of clinical incidents, internal and external complaints and to put in place measures to address these as part of NHS Forth Valley Clinical Governance Strategy.

As a member of relevant NHS Forth Valley Directorate Committees, contribute to Directorate priorities, linking national and local priorities and providing advanced level pharmaceutical advice.

Represent NHS Forth Valley at relevant regional and national specialist pharmacist groups.

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

Ensure that the Clinical Pharmacy services for the area of responsibility adhere to national recommendations regarding medicine use (SMC, NICE, NHS QIS).

Comply with the Pharmacy Quality policy and to ensure that the specific requirements of the Quality Assurance System BS EN ISO 9001 are met.

Carry out adverse drug reaction reporting, locally and nationally using the national Yellow Card Scheme.

In conjunction with the Associate Director of Pharmacy, 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 medicines within the Directorate to ensure safety, efficiency and cost effectiveness. This will include formulary management thereby contributing to the overall management of Directorate budget.

Work closely with the pharmacy team, to provide drug expenditure and usage information to the Associate Director of Pharmacy, Directorate Senior Management team and Executive Management Team as appropriate.

Authorise orders, invoices, credit notes and requisition drugs from external suppliers in line with the scheme of delegation responsibilities within the Board’s Standing Financial Instructions.

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

Provide direction to the senior team with the recruitment, selection and retention of staff as well as a specific responsibility for the recruitment, selection and retention of senior pharmacy staff within the area of responsibility.

Initiate and delegate as appropriate to senior members of staff in the team to take forward projects and pieces of work as appropriate to service needs in liaison with the Associate Director of Pharmacy

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

Provide education and training to pharmacy staff as roles are developed to support Directorate priorities.

* **Information Resources**

**There is a responsibility to:**

Be accountable for the delivery and development of medicines information services, including advising the Associate Director of Pharmacy and the Associate Medical Director on the clinical appropriateness of exceptional case applications for medicines.

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

Utilise appropriate NHS Forth Valley systems e.g. SCI store, laboratory result 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, pre-registration pharmacy projects, national and local audits.

Use Rapid Improvement Methodology to test changes in pharmacy service provision to support Directorate priorities, evaluate outcomes and enact change and negotiate with Associate Director of Pharmacy / General Manager the allocation of resources to support redesigned roles going forward.

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

Ensure research within specialist areas complies with the overall pharmacy research plan.

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

Integrate research evidence into practice within specialist area(s).

**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 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.

Communicate a long term strategy for the area of responsibility, clarifying priority objectives to team members, peers, other pharmacy staff, senior management team, senior medical and nursing colleagues.

Take a lead role in the dissemination of information on Directorate Aspects of the pharmaceutical service for the area of responsibility as designated by the Associate Director of Pharmacy.

Present at a range of local and regional fora to ensure that the area of responsibility and NHS Forth Valley Pharmacy services is represented and working with wider partnerships and agencies.

Provide the Associate Director of Pharmacy with information regarding the area of responsibility for Parliamentary questions and requests for information from MSPs as required.

Support the Associate Director of Pharmacy to deal directly with complaints, investigate the issues and respond with conclusions negotiating reasonable outcome in the interests of patients, the department and the Board

Deal with contentious issues as they arise for the area of responsibility that may involve political challenges and media attention that could cause disagreement about treatments or medication use and negotiating an outcome.

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 critical 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.

Ensure the attention to detail when developing guidelines that will enable the accurate calculation of doses, product formulation and therapeutic drug monitoring, that is applicable to the population.

* **Planning and Organising**

**There is a requirement to:**

Provide leadership for the development and implementation of redesign programmes for pharmacy in the area of responsibility in order to support the wider Board objectives e.g. Governmental targets and models of pharmaceutical care for unscheduled and planned care that has a long term impact on the Board. This will be in conjunction with the Associate Director of Phamacy.

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

Devise and lead in the area of responsibility, the implementation of local action plans to allow NHS Forth Valley to comply with the Health and Social Care Integration programme and Shared Services agenda to support the Directorate in relation to medicine management issues.

**Effort and Environment**

* **Physical**

**There is a requirement to:**

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

Work at a computer for long periods of time.

* **Mental**

**There is a requirement to:**

Respond to unexpected interruptions such as patients making complaints about staff and facilitating any conflict to resolution,

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 and Pharmacy service 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.

Analysing information about drug related deaths and reaching conclusions about why this happened to be able to feed back reliable information to clinicians.

* **Emotional**

**There is a requirement to:**

Work in an emotional environment, directly in contact with patients who are angry or upset and may have just received bad news e.g. communicating drug errors.

Communicate distressing and confidential topics with staff such as complaints that have been made against them, capability issues, competency issues, and having to have difficult conversations.

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 when the pharmacist’s professional judgement requires it which is not always welcomed.

* **Working Conditions**

**There is:**

Regular exposure, in clinical areas, to the risk of needle stick injuries, bodily fluids and unpleasant odours.

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

Work is generated by the needs of the service and the Associate Director of Pharmacy / General Manager as appropriate who will have regular discussions regarding the workload and priorities.

Primarily self-directed and working towards agreed objectives, there is scope to make independent and autonomous decisions on a daily basis. The Associate Director of Pharmacy / General Manager is available for advice and guidance if required.

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 General Pharmaceutical Council of Great Britain and the Associate Director of Pharmacy 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 medicines within the area of responsibility.

Make line management decisions and prioritise workload for oneself and teams.

Deputise for the Associate Director o of Pharmacy as required, and as appropriate to the area of expertise.

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

**Qualifications and Training: Level of education, professional qualifications, training and learning programmes / courses:**

Masters of Pharmacy Degree or equivalent

Member of General Pharmaceutical Council of Great Britain

Relevant post graduate qualification or equivalent experience

Management training

Evidence of Continued Professional Development as directed by the General Pharmaceutical Council of Great Britain with evidence to support this

**Experience: Length and type of experience, level at which experience gained:**

Substantial post qualification experience in hospital pharmacy, some of which must be at a management level

Experience in a management role providing advice to colleagues who have Directorate, Specialism, or Service Management level responsibility

Demonstrable evidence of effective leadership

Demonstrable experience of successfully delivering education and training to undergraduate and postgraduate health care providers

Understanding of present changes in NHS Policy, particularly with reference to the implications for Pharmacy

Experience of budget management for an area of responsibility

Evidence of successful development and implementation of policy for a team or area of responsibility

Experience in clinical research programmes

Experience of developing and implementing innovative work practices that improved patient care

Mentoring experience in a Pharmacy setting

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

Expert knowledge of professional standards, policy, legislation and good practice guidance

Application of research methodology

Demonstrable ability to effectively communicate detailed Pharmaceutical information verbally and in writing to multi-professional groups and service decision making managers / clinicians.

Excellent leadership, negotiating, influencing and motivating skills.

Demonstrable ability to develop, implement and sustain change in line with national and local policy

Demonstrable ability to work autonomously and make decisions / judgements on:

* the safe delivery of pharmaceutical services
* safe and cost effective use of medicines
* pharmacy response to major incidents

Demonstrable ability to effectively manage and prioritise (for self and team) workload, delivering to deadlines with minimal information and/or guidance often under pressure and in stressful situations

Excellent analytical and problem solving skills

Excellent critical thinking and appraisal skills

Excellent project management skills

Working knowledge of standard software packages and Pharmacy specific systems

Excellent numerical and report writing skills.

Excellent organisational skills

**7. DEPARTMENT ORGANISATION CHART**