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#### **JOB DESCRIPTION**

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| JOB IDENTIFICATION |
|  Job Title: **Clinical Pharmacist – Paediatrics, Neonates and Adult Medicine (Band 7)**Responsible to (insert job title): **Director of Pharmacy** Department(s): **Pharmacy Department, University Hospital Crosshouse**Directorate: **Pharmacy**Operating Division: **Acute Services**No of Job Holders: **1**Last Update (insert date): **January 2024** |

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| 2. JOB PURPOSE |
| * Responsible for delivery of a highly specialised pharmaceutical service to the designated clinical speciality
* To contribute to the wider development and improvement of pharmaceutical services to patients receiving clinical pharmaceutical care within Ayrshire and Arran NHS Health Board
* To be accountable for the safe and cost effective use of medicines within areas of practice
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| **3. DIMENSIONS** |
| * In conjunction with nominated Senior Pharmacists is responsible for the day-to-day delivery of pharmacy services to the paediatric assessment and inpatient wards, Neonatal Unit (NNU) and adult medical specialties within UHC.
* Undertakes prescribing in accordance with legislation
* Supervises and trains pharmacists, pre-registration pharmacists or undergraduates rotating through relevant clinical areas
* Provides clinical pharmacy service to other patient groups or clinical specialties including the acute/community hospitals when required
* In addition to the specific responsibilities outlined in this job description, the post holder will be expected to fulfil each 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 standards as outlined by the General Pharmaceutical Council.
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| 4. ORGANISATIONAL POSITION |
| **Professionally accountable to:** Director of Pharmacy**Managed by:** Senior Pharmacist Paediatrics & Neonatal Band 8a **Peers:** Senior Pharmacists within UHC **Supervisor to:** Pharmacists and Pre-Registration Pharmacists when required **(See separate organisational chart)** |
| 5. 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
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| 6. KEY RESULT AREAS |
| ***Planning and Organisation**** To deliver, develop and evaluate a clinical pharmacy service in line with local strategies, policies and procedures to ensure optimum patient care as part of a rotation.
* To provide highly specialised advice regarding the clinical use of medicines within clinical areas as appropriate
* To implement and monitor policies and procedures within the clinical pharmacy service to ensure service quality and safe working practice, complying with all relevant standards and legislation included in the General Pharmaceutical Council Code of Ethics and Practice
* To participate in the development and maintenance of policies and procedures within the clinical pharmacy service
* To participate in the wider development of the NHS Ayrshire & Arran pharmacy service by identifying areas for improvement and developing suggestions for change
* To implement and monitor relevant policies and procedures in conjunction with the consultants, senior nursing staff, general practitioners and other allied health professionals to ensure evidence based and safe working practice, complying with all relevant standards and legislation and in accordance with agreed objectives
* To assist the Senior Pharmacist – Paediatrics & Neonatal and other Principal/senior pharmacists in service planning for the pharmacy service taking into account national and local strategies and guidelines
* To participate in local and where required national and regional groups involved in the pharmaceutical care of patients
* To work collaboratively with senior pharmacy and medical staff, the multidisciplinary team ensuring that issues related to the pharmaceutical care of patients attending are appropriately represented.

Provides highly specialist advice as required to the other specified departments, to ensure compliance with local policies and medicines legislation. ***Resource Management**** To supervise junior clinical pharmacists and technical staff rotating through relevant clinical areas as allocated by the Lead/Principal Pharmacist - Clinical Services. 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 monitor expenditure and drug utilisation trends within the clinical area, highlighting areas of concern to the appropriate Lead/Principal Pharmacist.
* To implement policies and procedures for monitoring the use of medicines, identifying areas for cost improvement, promoting formulary management and good prescribing practice
* To implement the managed entry of new medicines according to the agreed policy thus contributing to the overall management of the drug budget
* To ensure the security of medicinal products in all settings including wards, clinics and the main pharmacy department

***Clinical Practice**** To undertake a daily clinical commitment by providing highly specialised clinical pharmacy input to patients, participating in consultant-led ward rounds and multidisciplinary team meetings as appropriate. To ensure that the medicines prescribed are clinically appropriate, cost effective and safe for individual patients, i.e. reviewing prescriptions, identifying, resolving and preventing medicine related problems, devising, recording and maintaining pharmaceutical care plans, interpreting blood serum results where appropriate and advising patients and other healthcare staff on all aspects of medicines
* To identify opportunities for extended prescribing by pharmacists and develop independent prescribing within the team linking with other healthcare practitioners as required
* To act as an independent pharmacist prescriber in areas identified. To be responsible and accountable for the assessment of patients with undiagnosed and diagnosed conditions and for decisions about the clinical management, including prescribing
* To report medication errors and participate in investigations as appropriate, to ensure that the risks associated with medicines are minimised
* To improve pharmaceutical public health by identifying and preventing adverse drug reactions, reporting suspected adverse reactions on medicines to the Medicines and Healthcare Devices Regulatory Authority
* Requests authorisation forthe pharmaceutical aspects of unlicensed medicines particularly those used in the specified clinical area having evaluated the evidence for the use of the medicine.

***Dispensing Services**** Provides the appropriate level of qualified pharmacist supervision for dispensing services to comply with legal requirements, supervising the staff and activities carried out within dispensing services
* Acts as the Responsible Pharmacist for Dispensing Services when required to do so
* To perform defined clinical and legal checks on immediate discharge prescriptions, pass medications and out-patient prescriptions, identifying any pharmaceutical care problems and taking appropriate action to resolve these – referring to a more senior member of team where appropriate
* To dispense investigational medicinal substances in accordance with clinical trial protocol, legislation and best practice guidelines to minimise risk to patients and invalidation of trial results

***Education and Training**** To participate in the development and implementation of training programmes for clinical pharmacy, to all grades of pharmacists e.g. undergraduates, pre-registration pharmacists and qualified pharmacists
* To act as a tutor to those undertaking nationally recognised qualifications giving formal assessment where required
* To identify and address any training needs to improve medicines management within the clinical area to support the wider education of healthcare staff e.g. medical and nursing staff
* To counsel individual patients, groups of patients or carers regarding their medicines to improve understanding and optimise concordance
* Undertakes statutory and mandatory training

 ***General**** To initiate, undertake, 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 e.g. pre-registration pharmacist projects, pharmacy technician projects, national and local audits
* 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
* To participate in departmental rotas including on-call according to service need, as outlined in the contract associated with this post
* To implement all local policies and procedures in accordance with corporate, clinical and staff governance
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| 7a. EQUIPMENT AND MACHINERY |
| * Acts as key holder, performs security checks, sets and deactivates department intruder alarm when required.
* Regular use of laptop and desktop computers
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| **7b. SYSTEMS** |
| * Regular use of JAC pharmacy stock control and dispensary computer system and hospital electronic prescribing and administration system (HEPMA) to input and retrieve information in connection with clinical and dispensing practice and to produce management reports when required
* 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 presentations to staff
* Uses patient tracking system
* Regular use of Emergency Care Summary
* Use of social work information system to obtain information on a patients current health and social care involvement where access gained
* Regular use of electronic record and sharing via EMIS- web
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| 8. ASSIGNMENT AND REVIEW OF WORK |
| * The post-holder is managed by an allocated Senior Pharmacist Band 8a
* Works autonomously against objectives agreed with the Lead/Principal Pharmacist
* Accountable for own professional actions and outcomes - guided by legislation, local protocols, procedures and the local formulary
* To plan and prioritise own workload and that of junior pharmacists rotating through the speciality to meet patient needs
* A Senior Pharmacist Band 8a carries out formal performance review meetings for this post
* The job description is subject to review by mutual agreement between management and the post holder
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| **9. DECISIONS AND JUDGEMENTS** |
| The post holder will be expected to exercise their own discretion on how to provide and develop the clinical pharmacy service to their specified clinical area taking account of local and national policies. The post holder is expected to anticipate problems/needs and resolve these in a proactive independent manner. Decisions made may be complex, e.g. the calculation of doses based on surface area, the use of unlicensed medicines for individual patients, where there may be limited or only anecdotal information on which to base a decision to treat. 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. |

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| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| * Dealing with 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.
* Developing partnerships working between primary and secondary care
* Keeping up to date with a rapidly changing knowledge base.
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| **11. 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
* Negotiating and influencing skills are required when dealing with multi-professional teams where agreement and co-operation are required in order to achieve a satisfactory outcome
* Presentation and mentoring skills at local level are necessary to fulfil the role of developing and supporting staff in an often stressful and changing environment.
* Information received and communicated will often be complex, including the need to interpret and analyse drugs charts, patient information and clinical trial data in a rapidly changing research environment.
* 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

The post holder shall be expected to communicate with the following groups on a regular basis:**Internal Communications** * Consultant Physicians
* Senior Medical staff
* Junior Doctors
* Medical Students
* Nursing Staff
* Allied Health Professionals
* Patients and their carers
* Other Pharmacists and Technicians
* eHealth staff
* Social care professionals within the hospital base

**External Communications*** General Practitioners
* Community Pharmacists
* Pharmacists in other Health Boards
* Health care workers working in primary care
* Social care workers in the community
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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| **Physical:*** Computerkeyboard 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
* 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 or mobile laptops

**Mental:*** Frequent periods of prolonged concentration required every day when reviewing prescribed medicines, counselling patients 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.
* Requires confidence to contribute and lead in clinical settings.
* High level of concentration required when carrying out complex calculations, analysing/interpreting complex data and interpreting or appraising reports or documents.

**Emotional:*** Frequent direct contact with patients, some of whom may be physically or emotionally distressed, aggressive or suffering from serious or terminal disease.
* Conflicting demands and pressures from individuals.

**Environmental:*** 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.
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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| Minimum required to undertake the role.

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| **Qualifications/Experience/Knowledge** | **Essential** | **Desirable** |
| **Qualifications**  |
| Masters of Pharmacy Degree or equivalent  | √ |  |
| Post-registration Foundation Programme for Pharmacists (*or demonstrable evidence of clinical knowledge equivalent to that level)*  | √ |  |
| Practice Certificate in Pharmacist Prescribing (*or working towards this qualification)*  |  | √ |
| Postgraduate Diploma in Clinical Pharmacy or RPS Core Advanced Curriculum(*or demonstrable evidence of clinical knowledge equivalent to that level)*  |  | √ |
| Member of the General Pharmaceutical Council (including evidence of CPD)  | √ |  |
| Member of the Royal Pharmaceutical Society of Great Britain  |  | √ |
| **Experience** |
| Relevant clinical pharmacy experience  |  | √ |
| Full Driving Licence  | √ |  |
| Approved tutor for pre-registration pharmacists or pharmacists /technicians undertaking further qualifications.  |  | √ |
| Ability to work autonomously  | √ |  |
| Ability to work effectively as part of a team, in a pharmacy and multi-disciplinary environment  | √ |  |
| **Knowledge** |
| Required to demonstrate an expert level of clinical pharmacy knowledge skills, clinical reasoning and judgement  | √ |  |
| Good knowledge and understanding of relevant standards and guidelines | √ |  |
| Requires advanced arithmetic skills | √ |  |

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