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| **1. JOB IDENTIFICATION** | | |
| **Job Title: Advanced Clinical Pharmacist - Neurosciences, OMFS & Spinal**  **Responsible to:** Lead Pharmacist patient services  **Department:** Pharmacy  **Directorate:** Corporate Division, Pharmacy Services (or Research and Development) | | |
| **2. JOB PURPOSE** | | |
| The postholder will   * Lead and co-ordinate the development and maintenance of a clinical pharmacy service within a hospital or HSCP in line with local and national policies. * Work collaboratively with the multidisciplinary team in the multi-site clinical services directorate and with interface pharmacists and pharmacists in the community across NHSGGC. * Provide highly specialised advice in all pharmaceutical matters specific to a service area, relating to individual patients. * Provide a specialised clinical pharmacy service to a defined group of patients. * Participate in a programme of research, audit and risk assessments in relation to medicines use. * Provide and evaluate specialist education and training to pharmacy and the wider healthcare team in relation to the safe and effective use of medicines. * Provide leadership and support to a team by setting clinical aims and objectives for the team | | |
| **3. ROLE OF DEPARTMENT** | | |
| The role of NHS Greater Glasgow and Clyde Pharmacy Services is to:   * Ensure that patients derive maximum benefit and minimum harm from their medicines * Provide a single system approach to pharmacy and prescribing policy issues, including integration of systems within pharmacy and prescribing support functions * Support clinicians in their provision of high quality, effective and efficient pharmaceutical care to individual patients at whatever their point of need in their healthcare journey * Provide prescribers and managers with high quality, timeous information, analysis and advice to assist them to deliver effective prescribing management * Ensure that medicines are purchased, stored, dispensed and prescribed as cost effectively as possible | | |
| **4. ORGANISATIONAL POSITION (function of department)** | | |
| Lead Pharmacist Acute Services  Lead Pharmacist  Patient Services  Lead Clinical pharmacist  (add specialty  Lead Clinical pharmacist  (add specialty  Interface links  Lead HSCPs  Lead Pharmacists Pharmacy Services  e.g. Governance, E+T  Lead Clinical pharmacist  (add specialty)  Advanced Pharmacist  This post  As per service department | | |
| **5. SCOPE AND RANGE (for service and role)** | | |
| The post holder will   * provide continuity of the pharmacy service across directorates/specialties/sectors * work independently within defined parameters * provide prescribing and pharmaceutical input to ensure quality, safe, appropriate and cost effective use of medicines in line with medicines legislation, local and national guidelines/strategy * provide specialist pharmaceutical services to defined patient group(s), which may include working across site/specialities/directorates * promote awareness and addressing prescribing management issues to improve the quality, safety and effectiveness of prescribing * provide education, advice and support to the multidisciplinary team on medicine related issues * provide advice for patients and/or carers regarding medicine related issues * undertake risk assessment and mitigate risk associated with medicine use (both patients and staff handling) * develop and undertake audit and research | | |
| **6. MAIN TASKS, DUTIES AND RESPONSIBILITIES** | | |
| **ORGANISATION AND MANAGEMENT**   * Deliver, develop and evaluate a clinical pharmacy service to a defined group of patients in line with local strategies, policies and procedures to ensure optimum patient care. * Provide specialised advice regarding the clinical use of medicines to the wider multidisciplinary team. * 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 including General Pharmaceutical Council Standards for Pharmacy Professionals * Implement and monitor clinical policies and procedures in conjunction with consultants, GPs, senior nursing staff and other AHP’s to ensure evidence based and safe working practice, complying with all standards and legislation relating to care of patients in accordance with the agreed objectives. * Assist the Lead Clinical Pharmacists in service planning for the pharmacy service taking into account national strategies and guidelines. * Participate in local, regional and where required national groups involved in the pharmaceutical care of patients. * Work collaboratively with senior pharmacy and medical staff and the multidisciplinary team ensuring that issues related to pharmaceutical care of patients are appropriately represented with the clinical speciality.   **CLINICAL PRACTICE**   * Act as a role model for pharmacy staff * Work as an independent prescriber managing a defined patient case load. * Responsible for providing pharmaceutical care to a group of patients * Undertake pharmaceutical care using NHS GG&C Triage Referral Guidance. * Apply specialised clinical knowledge to analyse complex patient information to ensure optimal clinical outcome. * Apply specialised clinical knowledge and judgement and analyse information, at times where evidence may be lacking, in order to negotiate the optimal clinical outcome. * Apply specialist knowledge on the use of medicines to deliver pharmaceutical care to patients and improve patient care * Ensure that patients receive the right medicines, in the right doses, at the right time and for the right reasons. * Identify, resolve and prevent medicine related problems so that the desired therapeutic goal for each medical condition being treated is achieved. * Provide advice to other team leaders within the clinical specialty * Provide information and negotiate with clinical staff to ensure compliance with formulary guidelines, drug and therapeutic committee decisions, Scottish Medicines Consortium guidance and other pharmacy related strategies. * Provide input to clinical trials being run in the specialist area. * Document and action all pharmaceutical care issues for patient groups including drug history taking, pharmaceutical care planning, and continual monitoring of patient factors. * Screen discharge prescriptions for clinical appropriateness * Participate in ward rounds and multidisciplinary meetings where appropriate. * Provide advice to all grades of prescribers and where appropriate other health professionals and patients on doses, possible side effects of drugs, drug interactions, therapeutic drug monitoring (TDM)services, advice on drug choice and dosages in order to optimise treatment in a clinical and cost effective manner. * Assist continuity of pharmaceutical care between environments by liaison with primary care health professionals where appropriate. * Identify and contribute to the management of Clinical Governance issues relating to medicines use.  AUDIT, RESEARCH AND DEVELOPMENT  * Lead and develop a programme of research, audit and risk assessments in relation to medicines use, * Regularly undertake audit and research in pharmaceutical care, including collaboration with the Department of Pharmaceutical Sciences, University of Strathclyde, implementing evidence and presenting and publishing at a national level. * Using national and local plans develop, implement and audit quality standards for the provision and monitoring of pharmaceutical care. * Identify areas for research and audit within specialist area and supervise and support pharmacy staff undertaking research and audit including undergraduate, pre-registration, foundation training scheme and MSc students. * Participate in multi-disciplinary research, audit and clinical trials.  EDUCATION AND TRAINING  * Identify training needs of clinical pharmacy staff and plan, develop and implement these needs in order for staff to undertake roles required. * Establish peer review and provide support for pharmacists working within a specialist area and ensure staff are participating in continuous professional development * Plan, develop and implement training in pharmaceutical care for undergraduates, pre-registration and all grades of pharmacists and MSc students. * Plan, develop and implement education and training for the multi disciplinary team, including pharmacy, medical and nursing staff in relation to safe, clinical and cost effective prescribing and application of medicines legislation. * Undertake formal student and trainee assessments.   **GENERAL DUTIES**   * Maintain a broad level of pharmacy practice and expert knowledge in specialist area * Carry out responsibilities in a way which at all times is consistent with statutory and legal obligations including health and safety legislation, COSHH, the Medicines Act, Misuse of Drugs Act, Rules and Guidance for Pharmaceutical Manufacturers and Distributors 2002 etc and the General Pharmaceutical Council of Great Britain’s Code of Ethics. * Act to ensure the security and appropriate storage of medicines is maintained at both ward and department level (including security of keys and maintenance of alarm systems) * Ensure safe working procedures are maintained and followed * Maintain a broad understanding of pharmacy including dispensing, distribution and safe preparation of intravenous medicines * Understand and appreciate all risks associated with handling all classes of medicines including cancer chemotherapy agents and medical gases. * Monitor safe and secure handling of medicines at ward, clinic and departmental level * Participate in monitoring requests for new items in relation to drug formularies, guidelines, Drug and Therapeutic Committee decisions, Scottish Medicines Consortium guidance and other pharmacy related strategies * Participate in Medicines Use Review/Evaluation projects, research and clinical audit as part of the multidisciplinary audit process * Undertake routine drug checks e.g. controlled drugs checks, in designated areas of responsibility * Prioritise own workload * Contribute to and participate in service developments and re-design * Undertake Continuing Professional Development in line with the recommendations of the General Pharmaceutical Council (GPhC) * Conduct Turas/PDP Reviews for appropriate staff * Attend and participate in educational and training programmes, peer review meetings, courses and other activities to develop skills as part of commitment to continuing professional development * Assist in the supervision, training and development of pharmacy undergraduates, pre-registration pharmacy graduates, technicians and other staff, including nursing and medical staff, as required. * Deputise for more senior staff in their absence * Participate in weekend rotas, extended hours rotas, public holiday, on-call and other department rotas in accordance with department policies. | | |
| **7a. EQUIPMENT AND MACHINERY** | | |
| * Computers for internet and e-library access e.g. for medicines information searches; generation of financial reports from pharmacy computerised stock control system * Understands the working principles of devices used to deliver medicines on wards, e.g. IV delivery systems, pumps etc * Understands the working principles of equipment used in the aseptic, QA and dispensary services | | |
| **7b. SYSTEMS** | | |
| Systems used within this job:  * Computerised pharmacy stock control and manual stock control packages, e.g. controlled drug registers – to produce and complete relevant paperwork for pharmacy issues to wards/departments e.g. Ascribe, Trak * Patient information and labelling programme * E-mail to communicate quickly and effectively on a daily basis * Microsoft Office including Word and Excel to maintain departmental records * Internet/Intranet * Manual records * Portal, Trakcare, Pharmacy View, Ascribe, Electronic Care plans, SERPR, ICIP, and other electronic prescribing systems used in primary care e.g. EMIS, Vision * Department worksheets in relevant areas * Adverse drug reaction reporting – through nationwide reporting system * Patient records e.g. case notes, drug prescription charts – required to read, monitor and annotate patient records as appropriate * All Microsoft Office packages * Specialised pharmacy software e.g. therapeutic drug monitoring software to individualise patients’ doses of certain medicines, * Report clinical incidents via DATIX using local procedures and reporting form | | |
| **8. DECISIONS AND JUDGEMENTS** | | |
| * The postholder is an independent practitioner who is responsible for managing their workload and that of their clinical team without supervision guided only by local and national policies and principles. They are accountable for their own professional actions and outcomes, guided by professional code of ethics, legislation, national and local protocols, local policies and procedures, local formulary, senior pharmacists and lead clinicians. * The postholder has discretion to modify these policies and principles as required according to patient need. * To demonstrate and apply expert pharmaceutical knowledge in area of practice with reasoning and judgement in the use of medicines, analysing complex information and ensuring that their practice is evidence-based and in accordance with current good practice and local policy. This will often involve analysis of complex clinical situations including evaluation of treatment options before decisions are made. * To act as the patient’s advocate with respect to treatment with medicines. * To determine clinical pharmacy service levels and priorities using professional judgement and negotiation with senior managers. * To prioritise own work and prioritise and supervise the work of others * To make decisions on the competence and performance of others * The postholder and a designated Lead Clinical Pharmacist will meet annually to conduct a development review to produce a Personal Development Plan. | | |
| **9. COMMUNICATIONS AND RELATIONSHIPS** | | |
| The postholder works effectively and proactively with pharmacy, medical, nursing, primary care and other members of the multidisciplinary team.  There is a need to present complex, sensitive and often contentious information to clinicians. The advice offered may often be challenged and negotiation skills will be required to reach consensus opinion e.g. to ensure compliance with formulary  Communicates with;   * Lead Pharmacist, Lead Clinical Pharmacists and other clinical pharmacists relating to the transfer of information pertaining to pharmaceutical care. * Lead Clinical Pharmacists– as above and in relation to clinical services * Director of Pharmacy and other members of the Pharmacy Executive team * General Managers, Clinical Service Managers and Clinical Director in relation to directorate issues * Other pharmacy colleagues to maintain a high standard of drug supply and dispensing to wards, and in relation to work within the department * Admin and portering staff – to ensure effective and timely drug delivery to pharmacy and wards * Consultants and other grades of medical staff – to discuss drug therapy and ensure safe and effective prescribing practice. To negotiate to ensure compliance with formulary, Drugs of Choice policies, antimicrobial policies and other local and national medicines-related strategies. * Laboratory staff – to liaise regarding patients’ results to ensure appropriate drug therapy is prescribed * Patients/carers/relatives – on matters relating to medicines and to provide appropriate pharmaceutical information and advice to enable patients to get maximum benefit from their medicines, overcoming barriers to understanding. This will require explanation and re-assurance (when discussing risk and benefits of treatment options) and empathy, understanding and motivational skills to maximise patient concordance. * Nursing staff – regarding supplies and prescription issues and to ensure safe and timely drug administration to inpatients * GPs, community pharmacists and other primary healthcare professionals – to ensure the safe and effective transfer of information about medication. * Department of Pharmaceutical Sciences, University of Strathclyde e.g. for teaching of undergraduates * NHS Education for Scotland staff * Pharmaceutical Industry – e.g. for drug therapy information to respond to specific requests for information * Chief Pharmacists Group * Prescribing Management Group * Area Drug and Therapeutics Committee and Sub-committees * Primary Care Prescribing Team * Medicines Information * Pharmacy Distribution Centre and Procurement Team * Directorate Drug and Therapeutics Committees * Scottish Medicines Consortium | | |
| **10. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** | | |
| **Physical skills**  Prolonged use of computer equipment  Accuracy in dispensing  Fine manipulation skills required for preparation of aseptic products in specialised workstations (restricted movement)  Manual handling skills  Car driver is desirable  **Emotional demands**  Fitting patient focussed care into allocated time when also needed in department  Stress of working in a busy environment, under pressure for work output (e.g. prescriptions, information etc) with frequent interruptions  Looking after pharmaceutical requirements of unwell/terminal patients  Counselling distressed patients or carers  Dealing with distressed patients, relatives, carers or staff who may be aggressive or demanding  Exposure to distressing/emotional circumstances  lone working whilst providing on-call  Dealing with drug misadventures and complaints. | **Physical demands**  When working in ward area, is required to work at benches not always at appropriate height, using patient medicine lockers and talking to patients at bedside which involves bending and poor posture  Moving pharmacy stock items including infusion boxes, ward drug boxes etc.  Movement between work bases carrying paperwork or laptop.  Standing or sitting for long periods of time.  **Working conditions**  Lone working  Dealing with difficult working conditions, e.g. exposure to unpleasant or hazardous circumstances such as poorly controlled temperatures, smells, drug spillages.  Exposure to infections within ward areas | **Mental demands**  Working under pressure on a regular and frequent basis, in order to meet deadlines and to provide specialist pharmaceutical advice  Sustained concentration required with unpredictable interruptions for advice  To be able to identify, assimilate and consider all factors that impact on the safety and effectiveness of drug therapy including drug interaction, patient organ function, patient age, size and weight etc.  Attention to detail when reviewing, dispensing and checking prescriptions, therapeutic monitoring calculations, Parenteral Nutrition requests, cancer chemotherapy calculations, dealing with medicines information enquiries etc.  To have and to utilise a high level of numeracy skills, and be accurate in all calculations  To understand and appreciate all risks associated with handling all classes of medicines, including cancer chemotherapy agents, medical gases and intravenous medicines  Recall of knowledge required to make safe and effective clinical decisions |

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| **11. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB** | | |
| * Maintaining consistency in the clinical pharmacy service and patient safety in the use of medicines across a number of hospital sites or HSCPs * Prioritisation of workload within Directorate Services * Maintenance of effective communication to deliver a clinical pharmacy service across a number of hospital sites or HSCPs * Managing conflicts e.g between site based service requirements and team based services or HSCPs on a daily basis due to e.g staff sickness or annual leave * Working to ensure successful patient outcomes with limited information, time constraints and within a stressful environment * Prioritising and planning the unpredictable workload of the specialist service to meet the patients’ needs. * Working under pressure on a regular and frequent basis in order to meet deadlines set by senior clinicians, and management o provide expert pharmaceutical advice and for the preparation of reports and papers. * Interpreting complex information and discussing 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 conflicting. * Managing, analysing and acting professionally when faced with difficult and ambiguous problems * Positively influencing and changing prescribing practice of health professionals in the use of medicines by patients in order to improve the quality of patient care and where appropriate the cost effectiveness of prescribing. * Influencing changes in the organisation and delivery of patient care in line with local and national guidelines and in response to specific Directorate/partnership requirements * Building effective relationships within and out with the Directorate/Partnership to facilitate delivery of the NHSGGC Prescribing strategy * Keeping appraised of all local and national guidance on prescribing as well as current clinical trial data in order to inform and educate other health professionals. | | |
| **12. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB** | | |
| Masters degree in Pharmacy or equivalent is essential  Registered member of the General Pharmaceutical Council of Great Britain is essential  Knowledge required:   * Medicines Act 1968 * Misuse of Drugs Act 1971 * The Poisons Act 1972 * COSHH, HASAWA (1974) * Medicines, Ethics and Practice: A Guide for Pharmacists * Pharmacy Department Standard Operating Procedures * NHS GGC Acute Services Clinical Pharmacy Services: Guidance and Statement of Good Practice * NHS GGC Acute Services Pharmaceutical Care Guidance and Standard Operating Procedures   Experience/Skills required:   * Good communication skills (verbal, written and formal presentations) * Ability to form and maintain working relationships with colleagues and patients * Ability to work to deadlines * Personal organisational skills * Committed to continuing professional development * Good numeracy skills * Ability to work to deadlines * Personal organisational skills * Computer literacy * Knowledge of Infection Control protocols | | |

PERSON SPECIFICATION

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| Job Title: | Advanced Pharmacist | |
| Base: |  | |
| Requirements | **Attribute** | Essential **(E)**  Desirable **(D)** |
| **QUALIFICATIONS** | Masters Degree in Pharmacy or equivalent | E |
|  | Registrant with the General Pharmaceutical Council | E |
|  | Post graduate diploma/MSc in Clinical Pharmacy or equivalent qualification/experience  Independent prescriber or working towards qualification | EE |
|  | Experience of tutoring/mentoring | E |
|  | Membership of the Faculty of Royal Pharmaceutical Society or working towards | D |
| **EXPERIENCE** | Minimum of 5 years’ post-registration experience in hospital pharmacy | **E** |
|  | Demonstrable experience in clinical pharmacy practice | **E** |
|  | Demonstrable evidence of influencing other members of the multidisciplinary team in delivering patient care and optimising the use of medicines. | **E** |
|  | Demonstrable evidence of leadership and working at a strategic level | **D** |
|  | Demonstrable experience of undertaking research and/or audit and using the results to improve patient care. | **E** |
|  | Experience of electronic prescribing systems | **D** |
| **KNOWLEDGE** | Good knowledge and understanding of relevant standards and guidelines. | E |
|  | Good knowledge of legislation and guidance relating to medicines use. | E |
| **SKILLS** | Demonstrable ability to process and use complex information to improve patient outcomes. | E |
|  | Demonstrable ability to use clinical reasoning and judgement | E |
|  | IT skills to utilise clinical information systems, pharmacy computer systems, databases and other software to improve patient care. | E |
|  | Excellent written and verbal communication and negotiation skills to communicate effectively with healthcare professionals, patients and carers. | E |
|  | Excellent numeracy and organisational skills. | E |
|  | Clinical skills relevant to speciality, e.g. blood result interpretation  Excellent critical thinking and appraisal skills | E **E** |
| **ABILITY** | Ability to process and utilise complex patient and medicines information | E |
|  | Advanced level of clinical reasoning, judgement and clinical experience when information/guidance is limited. | E |
|  | Ability to effectively manage and prioritise own workload, delivering to deadlines with minimal information and/or guidance often under pressure and in stressful situations. | E |
|  | Ability to work autonomously and to react to make decision judgements | E |
|  | Demonstrable ability to work as part of a team | E |
|  | Ability to identify and meet the training needs of others  Previous experience of line management responsibilities  Valid driving licence | E **D**  **D** |
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