#### **JOB DESCRIPTION**

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| JOB IDENTIFICATION |
|  Job Title: Responsible to: Department: Directorate: Operating Division: Job Reference: No of Job Holders: Last Update:  | Senior Clinical Pharmacist – Frailty and Elderly Care (Band 8a)Lead Clinical Pharmacist – Community HealthPharmacy and MedicinesPharmacy and MedicinesCorporate1July 2024 |

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| 2. JOB PURPOSE |
| * Work as part of a multidisciplinary team to improve the quality, safety and cost-effectiveness of prescribing across NHS Fife Acute Division
* Provide clinical advice as required to medical, nursing, pharmacy staff and patients
* Provide a clinical pharmacy service to a defined group of patients
* Act as Senior pharmacist to a Directorate within the Acute Services Division
* Provide specialist advice to the Director of Pharmacy, Heads of Pharmacy or Pharmacists working across NHS Fife in primary care, community, or hospital.
* As a member of the hospital pharmacy senior leadership team, provide advice and support to the Lead Clinical Pharmacist ensuring effective governance and quality improvements are in place to ensure pharmaceutical care is delivered at the highest level
* Act as deputy and represent the views of the Lead Clinical Pharmacist as required.
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| 1. **DIMENSIONS**

The NHS Fife Pharmacy and Medicines Directorate serves a population of approximately 380,000 people, and is provided by an integrated team of around 200 Pharmacy staff, including Pharmacists, Pharmacy Technicians, Support Workers, Nurse(s) and Support Staff. The team work across Acute and Community hospital sites, General Practices, Mental Health services, and a range of specialist teams. Partnership working is at the core of our values, and we work closely with other members of the multi-disciplinary team, including our Community Pharmacy colleagues, to deliver the highest quality care for everyone in Fife. The post holder will have line management responsibility for specialist and post registration foundation pharmacists working across clinical pharmacy services |
| 1. Staffing

Lead pharmacist delivering specialist clinical advice Line Management of post-graduate trainee, post-registration and specialist clinical pharmacists, pharmacy technicians, and other staff as requiredResponsible for professional supervision of less experienced pharmacists, technicians and pharmacy assistants on a daily basis.1. Budget

Monitor and review medicines expenditure across Community Health speciality. The post holder will be expected to influence expenditure through systems that promote cost effective use of medicines. 1. Workload

Outpatients and inpatients across Community Health speciality – patients are cared for by both NHS Fife and Fife Health and Social Care Partnership Provide a specialist clinical pharmacy service to selected groups of patients Post holder is first point of contact for medicines advice and information. Responsible for effective use of own time |
| ORGANISATIONAL POSITION |
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| 5. ROLE OF DEPARTMENT |
| The NHS Fife Pharmacy and Medicines Directorate aims to provide the highest quality pharmaceutical care to the people of Fife. The integrated team provide person-focussed pharmaceutical care to individuals, and supply medicines through systems that ensure safe, effective and economical use. We strive to ensure that patients derive maximum benefit and minimum harm from their medicines, throughout their healthcare journey. We work in partnership with our clinical colleagues, providing high quality care, timely information and advice to deliver safe and secure use of medicines. By integrating our team across NHS and HSCP services in Fife, we ensure that medicines are purchased, stored, dispensed and prescribed to the highest standards in every care setting. |

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| 6. KEY RESULT AREAS |
|  General* Develop, implement and evaluate policies and procedures to ensure the safe, economic and effective use of medicines.
* Work closely with the relevant clinicians and the Lead Pharmacist – Community Health to ensure efficient formulary management including the introduction of new medicines.
* Assist with the development, monitoring and review of medicines policies and guidelines, working in collaboration with other members of the clinical team.
* Develop standard reports for the clinical teams, Directorate Management, PSLT members and groups such as the Managed Service Drug and Therapeutics Committee

 Formulary Management, Prescribing Policies and Guidance* Increase awareness and utilisation of the Fife Formulary and formulary process.
* In association with medical staff, develop, implement and maintain a core data set of clinical protocols and patient information associated with specialties to facilitate improved patient understanding regarding their treatment.
* Authorise the pharmaceutical aspects of off label and unlicensed medicines particularly those used in medical specialties
* To monitor and report on expenditure on medicines (including new and expensive), identifying areas for cost improvement, where clinically appropriate, and contributing to the wider prescribing budget setting process.
* To provide highly specialist advice to Heads of Pharmacy and the Managed Service Drug & Therapeutics Committee regarding current and anticipated demands for medicines to deliver a safe and effective level of service to patients
* Monitor adherence to specific guidelines in use in NHS Fife.
* To identify opportunities, initiate, undertake, or guide others, in audit and research within medicines utilisation in line with local and 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.
* Ensure that the risks associated with the use of medication are identified and managed to minimise risks to patients, carers and healthcare staff
* Contribute to activity relating to clinical trials, named patient supplies and new medicines for evaluation in the treatment across the medical specialties.
* Provide advice and guidance in the management of medicine shortages

 Education and Training * Make appropriate arrangements for the provision of medicines information resources for medical, nursing and pharmacy staff in line with initiatives and priorities decided by the clinical team
* Develop and deliver training regarding the treatment of medical issues to Pharmacy staff as required including pre registration pharmacists, clinical pharmacy diploma and MSc courses.
* Develop and participate in the education of medical, non-medical prescribers and other staff.
* Act as a Designated Prescribing Practitioner for pharmacists training as non-medical prescribers
* To provide, direct or otherwise, educational supervision for Post-Graduate Trainee Pharmacists, Post-Registration Foundation Pharmacists and Specialist Pharmacists.
* To provide Experiential Learning pharmacist supervision (commitment to PFEL training).

 Clinical Pharmacy Services * Responsible for the provision of highly specialised clinical pharmacy advice in an agreed area of practice.
* Applies highly specialist knowledge in own area of expertise using clinical reasoning and judgement, providing advice to other pharmacists, clinicians and other healthcare staff when necessary.
* Non-medical prescribing – responsible and accountable for the assessment of patient with diagnosed and undiagnosed conditions, and for decisions about their clinical management, including prescribing.
* Provide advice on medicinal products to pharmacy, medical, nursing and other health care staff as appropriate. In specialist areas this advice may cover topics where evidence is lacking, and a professional judgement will need to be made which may be challenged
* Identifying, resolving and preventing medicine- related problems so that the desired therapeutic goal for the condition being treated is achieved taking into account patient specific factors. Monitoring includes

  Correct Dosing Medicines administration  Allergy Adverse Reactions Legal issues Ambiguity Laboratory test results Drug – drug and drug – disease interactions* Counselling patients and carers on the use of their medicines
* Actively participates in multidisciplinary team meetings where appropriate to provide pharmaceutical advice to facilitate decisions about patients’ therapies whilst ensuring compliance with recognised treatment guidelines.
* Interpreting blood serum levels and using complex calculations to determine an appropriate dose for those drugs that require dose adjustment within a narrow therapeutic range
* Advise medical and nursing staff on the safe storage and handling of medicines (e.g. preparation of intravenous antimicrobial injections).
* Submits reports of suspected adverse reactions to drugs to Yellow Card Centre Scotland.
* Participate in regular peer review meetings
* Ensure compliance with medicines legislation and advise other health professionals on compliance with legislation regarding medicines

Other Duties * Participation in on-call, evening, weekend, and bank holiday rotas as determined by, and according to, the organisation and pharmacy service needs. This may be subject to change and review in line with 7 day working strategic priorities.
* Line Management of band 6 and 7 pharmacists and pharmacy technicians, and other relevant staff.
* Professional supervision of less experienced pharmacists and technical staff.
* Maintain professional competency in relevant practice areas as required.
* Contribute to the organisation’s clinical governance agenda
* Undertake Continuing Professional Development (CPD) requirements as set out by the General Pharmaceutical Council
* Monitor compliance of pharmacy services with national and local standards
* Take joint responsibility with other pharmacists for the security of pharmaceuticals, keys, and use of the alarm system in the Pharmacy Department
* Required to comment on national guidelines e.g. SIGN, HIS in personal area of specialisation, and evaluate recommended standards and decide how these might be implemented locally.
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| 7a. EQUIPMENT AND MACHINERY |
| IT equipment – internet access to medicine information resources (e.g. Toxbase, Travax, e library), Microsoft office for e-mail, word processing, spreadsheets (management and financial information), PowerPoint (educational presentations, peer review, CPD), internet search engines (drug information enquiries both personally generated and referrals from other staff).  |
| **7b. SYSTEMS** |
| * Patient Administration Clinical System
* Pharmacy Stock Control System.
* Common computer packages e.g. Microsoft Office.
* Internet – e-libraries.
* SCI lab – laboratory results system
* Emergency Care Summary
* Clinical Portal
* Electronic Immediate Discharge Document system
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| 8. ASSIGNMENT AND REVIEW OF WORK |
| Workload will be mainly self-generated, influenced by service needs, patient needs and local and national agendas Plans and organises own workload. Professionally supervises the activities of less experienced pharmacists, technicians and assistants. Will assign tasks in line with clinical pharmacy model to ensure the clinical service is delivered as planned.Works within strategic and policy guidelines established by the Pharmacy Service and towards objectives agreed jointly on an annual basis with their line managerAccountable for own professional actions and outcomes – guided by legislation, national and local protocols and local formulary.  |
| **9. DECISIONS AND JUDGEMENTS** |
| The post-holder is expected to use his/her own initiative to make professional decisions; advice can be sought from peers or other professionals.Most of these decisions will involve interpretation and analysis of medicinal therapy and reviewing the clinical and cost effective aspects to promote safe and rational prescribing and use of medicines.Interpret clinical evidence and individual patient information, and then prescribe medicines as an independent pharmacist prescriber.Interpretation of clinical trial data and conflicting views in review papers required in order to provide medicines informationManages and reconciles conflicting opinions of professionals (e.g. consultants) to optimise use of medicines Resource and time constraints will require the post-holder to evaluate and prioritise tasks.On occasion the post-holder will also be expected to consider the impact of decisions on health care services out with NHS Fife Interpretation of financial data (medicines expenditure). Evaluating situations which may arise out of hours and deciding how best to deal with them.During absence of the Principal Pharmacist or other team members may need to make decisions and use judgement in areas out with their area of work |

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| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| Improving prescribing practice across NHS Fife Influencing others to comply with policies and guidance as a priority Managing, analysing and acting when faced with difficult and ambiguous problems where there is sometimes limited information to guide decisions. Challenging consultant decisions to ensure that prescribing is evidence-based.  |

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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| The post holder may be required to challenge information and decisions made by other senior staff which may not be well received, and the post holder will have to negotiate and influence to obtain a satisfactory outcome The post holder requires a high level of English language competency and excellent interpersonal skills to motivate staff and communicate with a wide range of people. Negotiating and influencing skills are also required to manage change effectively and put forward a best practice agenda to the multi-professional team, challenging the status quo. This may be done on a one to one basis or through group presentation.Provide information to clinical staff to ensure compliance with formulary, ADTC and other pharmacy related strategies. Advising and negotiating with Senior members of the medical team requires the ability to communicate extremely complicated, and multi stranded clinical matters and requires well developed persuasion skillsTeaching, presentation and mentoring skills are required when contributing to the education of pharmacy, other healthcare professions and members of the public The post holder is expected to communicate with Consultant Medical Staff, GPs and Nursing on a regular basis, and also with Directorate management.The post demands a high degree of co-ordination with medical and nursing staff, departmental colleagues both in the Acute Services Division and in Primary CareThe post holder will occasionally provide counselling to patients, parents and carers, on complex medication regimens. This requires tact, persuasion and reassurance skills (e.g. while discussing side effects versus benefits) and empathy and motivational skill so maximise patient concordance.The post holder will liaise closely with and attend meetings of relevant national groups.Information received and communicated will often be highly complex, including the need to interpret clinical trial data which may have to be communicated to individuals who may have a limited knowledge in a manner that is easily comprehensible. The post holder will make formal and informal arrangements to discuss and advise the NHS Fife Medicines Management team on matters of mutual interestThe post holder will make formal and informal arrangements to advise colleagues and staff associated with the care of the identified patients. |

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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| i **Physical** - Skills General keyboard skills Skills in reconstituting injections using needle and syringe- Effort Lifting bags / boxes of pharmaceutical supplies, files, documents weighing 2 – 5kg daily. Prolonged standing while checking products and documentation on wards, for periods of 20minutes to 2  hours several times daily.ii **Mental**Work requires a high level of concentration (concentration daily for at least one to two hours at a time) characterised by assessing various strands of sometimes conflicting information and forming a clinical opinion. This is conducted under time management pressures and subject to frequent interruptions some of which may require immediate responses (e.g. responding to an urgent clinical enquiry). High degree of concentration required while checking prescription charts where precision and accuracy is required and is also subject to frequent interruptionsiii **Emotional** Contact with extremely ill patients, dying patients and their relativesiv **Environmental** Exposure to unpleasant odours at ward level |
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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| Qualifications  MPharm degree in Pharmacy or equivalent Registered with General Pharmaceutical Council Relevant post graduate qualification in pharmacy (e.g. Diploma or MSc in Clinical Pharmacy) or equivalent experience Independent Prescriber qualification is desirableExperience Post registration experience as a pharmacist in a clinical setting or Primary care Relevant experience within an acute medical setting is desirable but not essential. Experience in dealing with NHS management is desirable but not essential. Knowledge Skills and Ability Commitment to CPD, ideally including the RPS Faculty Therapeutic and practical skills for dealing with a highly complex range of pharmaceutical interventions. Basic keyboard skills Excellent written, oral and presentation skills Project planning skills Resource and time management skills Research and audit skills Team player  Flexible and adaptable Empathetic |

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| **14. JOB DESCRIPTION AGREEMENT** |
| A separate job description will need to be signed off by each job holder to whom the job description applies. Job Holder’s Signature: Head of Department Signature: | Date:Date: |

NHS Fife

PERSON SPECIFICATION

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| Job Title Senior Clinical Pharmacist – Frailty + Elderly Care |
| Requirements |  **Attribute** | Essential**(E)**Desirable**(D)** |
| **QUALIFICATIONS** | MPharm in Pharmacy or equivalentRegistered with General Pharmaceutical CouncilCompletion of Post-Registration Foundation Programme for Pharmacists or equivalent experienceRelevant Post Graduate Qualification in pharmacy (e.g. Diploma or MSc in Clinical Pharmacy) or equivalent experience Independent Prescriber or able to complete within agreed timescale | EEEDE |
| **EXPERIENCE** | Post-registration experience as a pharmacist in a hospital clinical setting or Primary careExperience in relevant area of specialisationExperience in writing reports and business cases Leadership or line management experience | EDDD |
| **KNOWLEDGE, SKILLS and ABILITY** | Commitment to CPDInvolvement in RPS FacultyTherapeutic and practical skills for dealing with a highly complex range of pharmaceutical interventions.Basic keyboard skillsExcellent written and oral communication skillsProject planning or management skillsResource and time management skillsResearch and audit skills | EDEEEDEDD |
| **OTHER**e.g. personalattributes | Team player Flexible and adaptableEmpathetic and patient centredAbility to travel Fife wideDemonstrate ethics, values and personal qualities / behaviours consistent with the vision, culture and values of NHS Fife  | EEEEE |