

JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title:	Lead Pharmacist in Substance Misuse, NHS Lothian
Responsible to (insert job title):	Associate Director of Pharmacy, Primary Care
Reporting to:	Lead Clinical Pharmacist – Mental Health and Associated Services
Department(s):	Pharmacy
Directorate:	Pharmacy
Operating Division:	Corporate
Job Reference:	193908
No of Job Holders:	One
Last Update (insert date)	April 2021

2. JOB PURPOSE

To lead, co-ordinate and develop pharmaceutical services in the area of substance misuse in accordance with identified local priorities and needs, providing clinical support to pharmacists and other healthcare professionals.

To advise NHS Lothian on matters relating to drug and alcohol misuse that affect pharmacy services.

To contribute pharmaceutical expertise on substance misuse to strategic and operational planning within NHS Lothian, the Substance Misuse Service Management Team, Local Drug Treatment Services, and Community Pharmacy Services.

3. DIMENSIONS

Staffing responsibilities

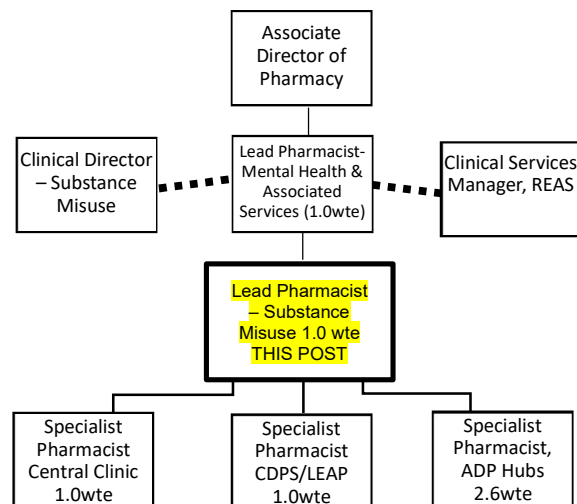
The post holder is responsible for managing day to day management and the overall allocation of workload for a dedicated team of clinical pharmacy staff, 2.6 wte specialist clinical pharmacists for Community Drug Problem Services

Financial responsibilities

The job holder is responsible for the provision of expert advice on medicine use and formulary management within the specialist service(s) and provides written financial reports to the Clinical Management Team contributing to the control of the medicine budget.

The jobholder is responsible for the monitoring of medicine use and formulary management within the Substance Misuse Directorate and will inform on all budgets for substance misuse-dispensing, prescribing and other related expenditure.

4. ORGANISATIONAL POSITION



5. ROLE OF THE SERVICE

The aim of the Pharmacy Service is to assure quality of patient care in the provision of treatment with medicines. To this end the objectives are:

- (i) to provide pharmaceutical care to individual patients by meeting their particular needs while maximising efficiency in the use of resources.
- (ii) to provide medicines through systems of quality control which ensure safe, effective and economic use.

Substance Misuse Pharmacy Services supports the achievement of the above objectives

The Pharmacy Department has a major role in the teaching and professional development of pharmacists and pharmacy technicians and other healthcare staff.

The Pharmacy Department participates in and supports the division's clinical effectiveness programme

KEY RESULT AREAS

Strategy/ Planning

1. To take a lead role in the development of pharmaceutical services and be proactive in-service redesign and in advocating and supporting innovative developments which improve the quality and efficacy of services for substance misusers, in both primary and secondary care.
2. To assist the Health Board with evaluation of services, needs assessment, service developments and the development of the Local Health Plan to ensure services meet local and national priorities.

Medicines Management and Specialist Pharmaceutical Advice

3. To adopt a proactive approach to systematically identify and evaluate targeted medicines and describe their place in therapy within the speciality.
4. To monitor medicine use and formulary management within the Substance Misuse Directorate and provide information to the Clinical Directors and Associate Director, Primary Care Pharmacy as well as identifying and quantifying any trends leading to changes in expenditure.
5. To provide clinical and operational support and advice in all pharmaceutical aspects of prison healthcare services and substance misuse to the Substance Misuse Services, hospital colleagues and community pharmacists.
6. Independent Pharmacist prescribing - responsible and accountable for the assessment of patients with undiagnosed and diagnosed conditions and for decisions about the clinical management, including prescribing (on completion of qualification).

Clinical Audit and Research and Development

7. To develop guidelines, policies and procedures to encourage best practice and to facilitate, monitor and review their implementation.
8. To take a lead role in developing and delivering the clinical governance agenda within the Substance Misuse Service and actively contribute to the wider clinical governance agenda to assure adherence to legal and professional requirements and standards.
9. To collaborate with other professionals in multidisciplinary research and audit both locally and nationally.

Training and Education

10. Identify need, develop, and deliver training in the area of substance misuse for community pharmacists in order to support enhanced pharmaceutical services for substance misusers.
11. Contribute to the education and training of other health and social care professionals working in the field of substance misuse.

Values

12. To support NHS Lothian's values of quality, teamwork, care and compassion, dignity and respect, and openness, honesty, and responsibility through the application of appropriate behaviours and attitudes.

7a. EQUIPMENT AND MACHINERY

The following are examples of equipment which will be used when undertaking the role.

PC, telephone, fax, scanner, photocopier, mobile phone

Note: New equipment may be introduced as the organisation and technology develops, however training will be provided.

7b. SYSTEMS

The following are examples of systems which will be used when undertaking the role:

- Software systems: Pharmacy stock control and dispensing system, electronic prescribing system
- Pharmacy management information reporting system
- Microsoft Office for word processing, spreadsheets, e-mail, internet access
- Medicines Information database
- Patient administration system
- Incident management system
- TURAS Appraisal personal development and review system
- Paper based systems: patient medical records, pharmaceutical care plans, workload collection data, medicine information records.
- Pharmacy Quality System (BS EN ISO 9001:2015)

Note: New systems may be introduced as the organisation and technology develops, however training will be provided

8. ASSIGNMENT AND REVIEW OF WORK

The jobholder is a member of the senior staff of the pharmacy service, and the Substance Misuse Services and will attend regular staff meetings.

The jobholder works within strategic and policy guidelines established by the Pharmacy Service on a continuous basis and within objectives agreed on an annual basis with the Lead Clinical Pharmacist, REAS services in collaboration with the Clinical Director, Substance Misuse Service.

Review of performance is carried out by the Lead Clinical Pharmacist, REAS services on an annual basis.

It is the responsibility of the jobholder to identify service deficiencies and to correct them in accordance with the above, or report them to the line manager.

9. DECISIONS AND JUDGEMENTS

Work is largely unsupervised but within an overall plan agreed with the Lead Clinical Pharmacist, REAS services and the Clinical Director, Substance Misuse Service.

The jobholder is responsible for their own time and identifying and anticipating needs or problems as well as prioritising work.

Interpret clinical evidence and individual patient information and then prescribe medicines as a supplementary prescriber against a clinical management plan, or independent prescriber for identified patients (on completion of qualification).

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

To build effective relationships in this multi-disciplinary team, working across care boundaries.

To influence a wide range of healthcare professionals , associated service providers, and the general public in the area of substance misuse services.

11. COMMUNICATIONS AND RELATIONSHIPS

Pharmacy Profession

- The post holder will communicate with community pharmacists and H&SCP pharmacists with advice, support and information on any professional or contractual issues relating to provision of services for drug misusers.
- The post holder will communicate with Lead Pharmacist for REAS services and Associate Director of Pharmacy on any issues in the field of substance misuse that affect pharmacy services.

- The post holder will work as a senior member of the pharmacy department communicating and liaising with hospital colleagues and attending staff meetings.
- Links should be forged with the Specialist in Pharmaceutical Public Health so that liaison can occur on any developments or new initiatives in community pharmacy services with respect to public health and substance misuse.
- The post holder will be a member of the group Scottish Specialist Pharmacists in Substance Misuse (SSPiSM) which as a valuable peer group allows for networking and sharing of information and contribution to developments on a national level.

Substance Misuse

- The post holder will provide pharmaceutical care and expertise within the Substance Misuse Service and will therefore work as part of the multidisciplinary teams.
- The post holder will communicate with the Clinical Director on any issues relating to pharmacy services for substance misusers as well as provide medicines management and information.
- The post holder will communicate with the relevant Clinical Team on any issues relating to pharmacy services for substance misusers as well as provide medicines management and information.
- The post holder will liaise with the Harm Reduction Team Manager on matters relating to Community Pharmacy services.
- The post holder should assist senior management staff of the Health Board in evaluation of pharmacy services, needs assessment, service developments and budget issues.
- The post holder should endeavour to establish links and a means of communication with other addiction recovery services in order to provide pharmaceutical input in their operations.

12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

Physical

- Standard keyboard skills.
- Light physical effort when undertaking pharmacy duties.

Emotional

- Inter-personal and intra-personal stressors due to demands of workload.
- Exposure to emotionally distressing and sensitive patient information when reviewing case notes, counselling patients and providing pharmaceutical advice and services at clinics.
- Occasional direct contact with anxious patients or carers regarding prescription and medicine information queries.

Mental

- Extended periods of mental effort/concentration on a daily basis e.g. when producing reports, performing calculations, reviewing literature, reviewing case notes, attending and chairing meetings, giving presentations.
- Essential requirement to provide accurate evidence based information that is of a consistently high standard, often within tight time limits, within a systematic documented framework
- The post holder will be subject to frequent interruptions due to unpredictable workload such as requests for advice and incidents e.g. drug events and drug legislation changes. Requests for advice from a variety of sources e.g., community pharmacy staff, Substance Misuse Service staff, finance team, senior managers and other non-NHS agencies e.g. 3rd Sector Agencies

Environmental

- Risk of occasional exposure to violence and aggression.
- Indirect exposures to body fluids and infection through involvement with patient care.
- Exposure to hazardous medicines and chemical products. Risk is minimised through adherence to Control of Substances Hazardous to Health (COSHH) and Standard Operating Procedures.

13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

Qualifications and Knowledge

- Masters degree in pharmacy or equivalent
- Membership of the General Pharmaceutical Council of Great Britain
- Postgraduate pharmacy qualification or equivalent
- Member of the General Pharmaceutical Council
- Annotated as a supplementary and/or independent prescriber on the General Pharmaceutical Council register if required for the post.
- Ability to evidence extensive experience in hospital, Primary Care or community pharmacy.

Skills and Experience

- Good communication skills (including verbal, written and formal presentations)
- Good negotiating and influencing skills.
- Good interpersonal skills
- Good numeracy skills
- Standard keyboard skills and knowledge of Microsoft office packages
- Experience of planning, delivering and reporting audit and research projects
- Experience of planning delivering and assessing teaching.
- Experience of service development and staff management

14. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each jobholder to whom the job description applies.

Job Holder's Signature:

Date:

Head of Department Signature:

Date: