# NHS FORTH VALLEY



# JOB DESCRIPTION

### JOB DETAILS

**Job Title Specialist Clinical Pharmacist – Medicine / Women and Children**

**Department(s) Pharmacy**

##### Job Holder Reference P-LHCCN-PHAR-008

**No of Job Holders**

Each individual post holder provides services, as described within the job description, to one or more specialist area e.g.

Medicine

Surgery/Critical Care

Women and Children/Medicines Information

### JOB PURPOSE

### 

* To lead, deliver, develop and evaluate clinical pharmacy services to a defined group of patients under the direction of the senior clinical pharmacist and to lead, under the direction of the senior pharmacist and team manager, on clinical pharmacy to specialist area of practice.
* To be responsible for providing highly specialised, patient focused, quality pharmaceutical care and to ensure an efficient and timely supply of specialist pharmaceutical advice and medication. This will be achieved through practice as a specialist practitioner within defined area of practice.
* To provide operational & managerial support to the pharmacy department within base hospital.
* To supervise junior clinical pharmacists and technicians rotating through defined areas above.
* You will be expected to participate in out of hours work, eg shift work, weekends, on call and public holiday rotas.
* The postholder will work within their legislative and professional framework without supervision.

1. **ORGANISATIONAL POSITION**

See attached

Role of Department

To contribute to the well being of society through the provision of medicines and pharmaceutical services within systems which optimise benefit and minimise risk.

1. **DIMENSIONS**

### Responsibility

* Responsible for the day to day delivery of specialist clinical pharmacy services to defined areas within NHS Forth Valley Acute Services
* To provide expert and specialist pharmaceutical information and advice to medical staff and other health care professionals and patients within NHS Forth Valley Acute and Primary Care Services.
* To assist with operational planning within the pharmacy department, the clinical unit and the operating division, in line with local and national priorities with particular emphasis on own speciality.
* To plan and deliver specialist pharmaceutical care to individual and groups of patients by: -

Identifying, resolving and preventing medicine related problems so that the desired therapeutic goal for each medical condition being treated is achieved.

Ensuring that the patient’s medicines are as effective as possible and as safe as possible.

Working to ensure that patients receive the right medicine, in the right dose, at the right time and for the right reasons.

* To undertake specific projects as designated by team manager/lead pharmacist.

**Staffing**

* The job holder is a member of a team of hospital pharmacists and may require to give operational direction to junior team members on the direction of the senior pharmacist or team manager.
* To act as mentor and supervise and evaluate junior pharmacists and technicians within the clinical team as allocated by the senior pharmacists. 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 defined area of practice.
* To deputise for the advanced practitioners within defined area in their absence.

## Budget

* To provide budget information on the Forth Valley Acute Services budget (approx £10 million), specifically the financial spend and drug utilisation trends within clinical specialty. This contributes to the overall finance report to the division executive team.
* To implement the managed entry of new medicines within clinical specialty according to NHS Forth Valley policy.

**Organisational**

* To implement and monitor medical policies and procedures in conjunction with consultants, senior nursing staff and other allied health professionals to ensure evidence based and safe working practice within defined area of practice.
* To assist the Pharmacist Team Managers in service planning for the pharmacy service taking into account national strategies and guidelines.
* To be a pharmacy representative to provide advanced pharmaceutical knowledge to short-life working groups/ local MCN/ local model scheme if required, as delegated by the senior pharmacist or team manager.
* To lead in the development, implementation, monitoring and evaluation of local and/or national protocols and guidelines and contribute specialist knowledge to wider healthcare environment e.g. national guideline development. This may involve direction from senior pharmacist and team manager.
* To actively participate in National and Regional Clinical Networks and use networking opportunities to develop new contacts and share best practice as requested by the pharmacist team manager.

1. **KEY DUTIES/RESPONSIBILITIES**

**5.1 Dispensary (Ethical & Aseptic)**

* To participate in dispensing and checking of prescriptions in accordance with local policies and procedures ensuring that legal requirements are met.
* To assess incoming prescriptions for any pharmaceutical problems, compliance with drug formulary and take appropriate action where necessary including liaising with Clinical Pharmacists.
* To participate in and supervise the dispensing and checking of extemporaneous and aseptically dispensed preparations in accordance with the relevant documentation.
* To operate within and to ensure that all personnel operate within legislative framework and National Standards including The Human Medicines Regulations, Misuse of Drugs Act, Duthie report, Clinical trials legislation, European Guide to Good Manufacturing Practice, Farwell Report, Health and Safety at Work Act and Caldicott.
* To apply good practice in all aspects of ethical, extemporaneous and aseptic dispensing, including cytotoxics.
* To act as authorised pharmacist in aseptic as required.
* To dispense medicines in accordance with Clinical Trial protocols.
* To participate in the supply of Controlled Drugs and maintenance of appropriate records.
* To identify the counselling needs and provide written and verbal information to out-patients and their carers.

5.2 Specialist Clinical Practice

* To enhance patient care through the provision of a highly specialist clinical pharmacy service according to service specifications/ clinical standards operating procedures/clinical standards to medical patients to ensure safe, clinically effective and cost efficient use of medicines i.e. taking drug histories on admission and screening patients for medicine related issues as soon as possible after admission. Devising, recording and monitoring care plans for each patient, interpreting blood serum results of individual drugs/patients that require specific monitoring. Assessing patients need for medication and determining optimal choice to meet that need. Communicating to senior medical staff reasons underpinning medication choice and convincing medical staff to accept the medicine recommended.
* To demonstrate and apply specialist pharmaceutical knowledge in order to answer a wide variety of medicines information enquiries including providing prescribing advice to consultants and ensuring practice is evidence based and in accordance with current good practice, local policy and national guidelines/standards.
* To identify and manage risks associated with the use and administration of medicines within area of practice, and to escalate to medical and/or senior pharmacy staff when required.
* To liase with Primary Care health professionals in order to obtain and provide information on medication histories and compliance assessment to ensure a seamless admission and discharge process.
* To actively participate in consultant ward rounds and multidisciplinary team meetings where need identified and appropriate for individual.
* To undertake complex calculations on a daily basis e.g. estimating patients parenteral nutrition requirements, predicting drug levels and recommending therapeutic drug monitoring.
* To develop and deliver a patient education service for a group of patients within a clinical speciality and undertake patient interview and counselling when appropriate to meet identified information needs and to solve identified clinical pharmacy problems.
* To give advice to medical, nursing and other healthcare staff on all aspects of medicines and medicine administration.
* To develop treatment protocols and guidelines for individuals/groups of patients.
* To provide complex patient education, written or verbal on a daily basis.
* To act as a clinical role model at all times for junior pharmacists.
* To identify and develop appropriate opportunities for pharmacist prescribing and pharmacist led care within specialist area.

***5.2.1 Clinical Pharmacy-Pharmacist Prescriber***

* *To undertake appropriate additional training in order to register as a Pharmacist Independent or Supplementary 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.*
* *As a Pharmacist Supplementary Prescriber responsibilities are:*
* *To provide treatment, including prescribing if appropriate, working within the agreed framework of a clinical management plan (CMP) which has been formulated according to local guidelines and has been agreed and signed by the Independent Medical Prescriber (who shall be a doctor or a dentist) and Supplementary Prescriber and has the agreement of the patient being treated.*
* *Is able to prescribe for conditions that have been previously assessed and diagnosed by the medical practitioner.*
* *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 CMP.*

**5.3 Education, Training & Research**

* There is a continual requirement to identify, develop and provide frequent education sessions on medicines use for all health care professionals and evaluate training provided.
* To assess the competency of junior pharmacy staff and audit other members of the Multi-disciplinary team in areas relating to medicine use and advise accordingly.
* To tutor/mentor and participate in the clinical training of undergraduate pharmacy students and junior pharmacists.
* To identify and record own training needs in accordance with the directions of the General Pharmaceutical Council and participate in education and training programmes to develop skills as part of a commitment to continuing education and compulsory continuing professional development (CPD). To aid others in the maintenance of CPD portfolios.
* To undertake research and audit within own area of clinical practice and integrate research evidence into specialist area of practice.
* To undertake additional postgraduate qualifications necessary to support and develop role e.g. clinical diploma/masters or supplementary independent prescribing.
* To undertake mandatory training as determined by the organisation.
* To assist in the supervision and training of under-graduate pharmacy students, pre-registration pharmacy graduates, technicians, assistants and other staff, including nursing (e.g. nurse induction training) and medical staff, as required and give written and verbal feedback on performance.

**5.4 Professional**

* Use extensive knowledge of the nature and effect of medicines and medicinal ingredients for the well-being and safety of patients and the public. This includes an in-depth knowledge of pharmacology, interactions, stability, compounding and formulation.
* Work at all times within the boundaries set by the General Pharmaceutical Council’s Standards for Conduct, Ethics and Performance.
* Will behave with integrity and probity and not engage in any behaviour or activity likely to bring the profession into disrepute or undermine public confidence.
* To carry out responsibilities in a way a which at all times is consistent with statutory and legal obligations including The Human Medicines Regulations, The Misuse of Drugs Act, Rules and Guidance for Pharmaceutical manufacturers and Distributors 2002 Duthie Report, FV code of Practice, health and safety legislation, COSHH, Data Protection etc.
* To be aware of own limitations with respect to technical and clinical aspects of pharmacy practice and work within them.
* To act to ensure the safe and secure handling of medicines is maintained at both ward and departmental level across the organisation and that procedures are maintained and followed to enable this.

#### SYSTEMS AND EQUIPMENT

* To be computer literate and be able to use Microsoft® office software.
* To be able to utilise the Internet and available specialist pharmaceutical databases to source medicines related information.
* To be able to utilise specialist pharmacy software e.g. JAC dispensary systems, computerised stock control and medicines management system, aseptic and cancer chemotherapy labelling and worksheets generation systems.
* To able to utilise appropriate Forth Valley operating division systems e.g. SCI store, laboratory result systems.
* To comply with the quality policy of the Forth Valley Hospitals Pharmacy Services and to ensure that the specific requirements of the Quality Assurance System BS EN ISO 9001 are met. This includes ability to:
  + maintain and contribute to the development of clinical pharmacy documentation and key performance indicators (KPIs) in accordance with clinical unit service specifications and clinical pharmacy standard operating procedures.
  + evaluate clinical pharmacy documentation and KPIs.
  + undertake if required accreditation as an ISO auditor or quality team leader
  + ensure procedures are available, maintained and followed within specialist area.
* be able to utilise documentation as outlined in NHS Forth Valley Pharmacy Services quality system e.g. pharmaceutical care plans, patient medical records.
* To carry out adverse drug reaction reporting, locally and nationally using the National Yellow Card Scheme
* To carry out clinical incident and IR1 reporting using established systems.
* To utilise organisations risk assessment systems.
* Formulate oral and injectable medicinal products including cytotoxic chemotherapy using a range of sterile/non-sterile equipment including syringes, needles, laminar air flow cabinets, isolators, precision balances.

## ASSIGNMENT AND REVIEW OF WORK

* To be accountable for own professional actions and outcomes: guided by legislation, national and local protocols.
* Responsible for the management of their own time and workload and works independently within their specialist area referring to the senior pharmacist when necessary.
* Agrees strategic and personal objectives on an annual basis with team manager and senior pharmacist/multi disciplinary team in line with departmental and divisional objectives.
* Review of individual performance is carried out by the senior pharmacist in accordance with the requirements of eKSF.
* Provide expert advice on pharmacy related matters to area of specialist practice.
* To meet with the senior pharmacist monthly to review job performance and objectives.

1. **COMMUNICATIONS AND WORKING RELATIONSHIPS**
   * To communicate effectively and proactively with pharmacy, medical, nursing, primary care staff and other members of the multidisciplinary team to provide expert pharmaceutical advice and information.

* To use judgement and expert knowledge on a daily basis to be able to interpret and evaluate potentially conflicting highly complex medicine related information in order to:

Provide patients and carers with information in a format that is easily understood to promote concordance with medication.

Discuss with senior medical staff highly specialist and often contentious decisions relating to medicines to reach consensus on an individual and patient group basis.

* To communicate sensitive medicines information to patients, in a way that he or she understands and be able to negotiate with the patient to ensure medicines are taken appropriately.
* To attend and participate in regular peer review and departmental meetings.
* To communicate across the secondary/primary/tertiary care interface to facilitate seamless pharmaceutical care of patients on admission/discharge.
* To communicate with other specialist clinical pharmacists to promote best practice in the management of patients within specialist area of practice.

1. **DEMANDS OF THE JOB**

**9a PHYSICAL DEMANDS OF THE JOB**

* Daily risk of exposure to hazardous chemicals/substances e.g. cytotoxic chemotherapy, mercury, medical gases.
* Daily risk of exposure to ward conditions e.g. risk of needlestick injuries, infectious diseases, exposure to bodily fluids, unpleasant odours.
* Daily light physical effort including standing for long periods of time, walking between departments and clinical areas.
* Working at computers for long periods of time.
* Driving licence and requirement for out of hours driving.
* Have knowledge of the principles required in the manipulation of intravenous and cytotoxic medicines, including their aseptic preparation.
* Requirement to concentrate in environments not conducive for concentration for long periods.

**9b. MENTAL/EMOTIONAL DEMANDS OF THE JOB**

* To understand and appreciate the significant risks of handling all classes of medicines including for example cancer chemotherapy and medical gases and differing routes of administration e.g. intrathecal route.
* High level of concentration and accuracy is required for this post.
* To challenge the decisions of practitioners from other professions when the pharmacists professional judgement requires it.
* To respond to external enquiries from patients, pharmacy and medical staff regarding medication whilst carrying out normal day to day activities. This may require changing planned activities to respond to the enquiry.
* Different pieces of often conflicting information is required to be analysed before reaching a consensus.
* Identify, consider and analyse all factors that on the safety and effectiveness of drug therapy, including drug interaction, patient organ function, patient age, size and weight.
* To manage, analyse and act when faced with difficult and ambiguous problems.
* To tolerate uncertainty within professional decision making.
* Requirement to concentrate continuously for at least two hours at a time and apply mental attention at all times within a busy environment with frequent distractions from telephones and pages.
* To have and to utilise a high level of numeracy skills to enable accurate dose calculation, product formulation and therapeutic drug monitoring
* Attention to detail when reviewing prescriptions, therapeutic drug monitoring calculations, total parenteral nutrition requests, cancer chemotherapy calculations.
* Working in a highly emotional environment, directly in contact with patients who are angry or upset and may have just received bad news. This may include working with patients who are terminally ill or in the last days of life.
* Working to tight timescales to ensure continuity of care.
* Lone working in the department out of hours with sole responsibility for the security of the department and high cost drugs and drugs of high street value with high risk of personal attack.

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

|  |  |  |
| --- | --- | --- |
| Criteria | Essential | Desirable |
| Qualifications & Training  Level of education, professional qualifications, training and learning programmes/courses. | Masters of Pharmacy Degree or equivalent  Member of General Pharmaceutical Council.  Completion of stage II training.  Evidence of continuing professional development in clinical pharmacy practice.  Commitment to compulsory CPD as per directions of General Pharmaceutical Council. | To work as a supplementary prescriber to a defined patient caseload within medicine  Post graduate qualification to diploma or masters level. |
| Experience  Length and type of experience, level at which experience gained. | Minimum 4 year post registration experience with 2 years in hospital practice and relevant experience of speciality.  Competent in providing highly specialist patient information/education.  Demonstrable experience in providing a pharmacy service to a defined patient group.  Experience in supervising staff | Minimum 1 year post registration experience in speciality.  Deputising for senior pharmacist.  Aseptic/cytotoxic training if relevant to post.  On-call experience  Provision of uni/multidisciplinary training at specialist level |
| Knowledge  Depth and extent of knowledge. | Clinical pharmacy care planning  Highly developed specialist pharmaceutical knowledge and the necessary theoretical and practical expertise relating to speciality | Knowledge of wide range of specialities e.g. clinical, medicines information, aseptic, dispensary |
| Skills/Abilities  Range and level of skills  i.e. communication (oral, written, presentation),  planning/organisation,  numeracy, leadership etc. | Able to work under own initiative and as part of a team.  Highly developed verbal and written communication skills  Highly motivated.  Excellent interpersonal skills.  Demonstrate customer awareness/focus.  Highly developed numeracy skills  Ability to identify risk  Proven audit/practice research/project skills |  |
| Specific Job Requirements  Environmental conditions, unsociable hours, car driver etc. | Weekends and public holidays  Participation in pharmacy on call service.  Willingness to contribute to the general working of the pharmacy department. | Car driver (may be essential depending on post) |

**11. JOB DESCRIPTION AGREEMENT**

**Job Holder’s Signature:**

**Date:**

**Head of Department Signature:**

**Date:**