#### Form JE 5



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| 1. JOB IDENTIFICATION |
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| 2. JOB PURPOSE |
| To, co-ordinate, develop and deliver pharmacy services to meet the needs of patients within the area of responsibility as defined in the scope and range.  To optimise pharmaceutical care to patients in the area of responsibility to maximise benefit and minimise risk to patients from their medicines, in accordance with local and national priorities.  Contribute to the development and implementation of local strategy and to the implementation of national strategy in order to achieve best use of medicines and related resources to meet the needs of patients within the area of responsibility. |
| **3. DIMENSIONS** |
| The post holder will contribute to the provision of the pharmacy service by:  ·      Undertaking full line management responsibility for approx 10 Pharmacists  ·      Supporting the Pharmacists in providing day to day management of the service.  ·      Planning and undertaking orientation, induction, training and supervision of Clinical Pharmacists, Pre-registration trainee Pharmacy Technicians and Pre-registration Pharmacists working in the department.  ·      Providing a clinical technical service by undertaking the dispensing and final accuracy checking of medicines in accordance with Standard Operating Procedures (SOPs).  ·      Co-ordinating the supply and delivery of medicines to destinations across NHS Tayside, which may include wards, departments, other hospitals and GP practices.  ·      To lead strategic and operational planning and research within Tayside, and contribution to national strategy with the respect to the medication related needs of the clinical area.  ·      Participating in quality control and environmental monitoring.    For the purpose of this job description the term 'medicines' includes all drugs, controlled drugs, cytotoxic medicines, intravenous fluids, vaccines, chemicals, medical gas cylinders, contraceptive aids, dietetic products, disinfectants and liquid nitrogen. |

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| 4. ORGANISATIONAL POSITION | |
| Head of Clinical Pharmacy  Lead Clinical Pharmacist    Specialist Clinical Pharmacist  Pharmacy Support Worker  Pharmacy Technician  Senior Clinical Pharmacist | |
| 5. ROLE OF DEPARTMENT | |
| The aim of the Pharmacy Department is to assure quality of patient care in the provision of treatment with medicines.  To this end the objectives are to provide pharmaceutical care to individual patients by meeting their particular needs whilst  maximising efficiency in the use of resources and to provide medicines through systems of quality control, which ensures safe, effective and economic use. | |
| 6. KEY RESULT AREAS | |
| Participate in the long-term operational planning and delivery of pharmaceutical care to the area of responsibility and contribute to the strategic and operational planning within the wider NHS Tayside pharmaceutical service to ensure that services meet local priorities and national standards.  Take a lead role in the delivery of high quality, specialised pharmaceutical care directly to patients within the area of responsibility to maximise benefit and minimise risk to patients from their medicines and to assure a smooth transition of care between care boundaries. Pharmaceutical care includes ensuring safe use, handling and administration of medicines for individual patients, assessing drug effectiveness, review of medication history and requirements, monitoring unwanted effects, discharge planning and providing patient/carer education  Deliver a high level of personal clinical practice in order to act as a role model with advanced clinical knowledge to promote pharmaceutical care within the area of responsibility and the wider pharmaceutical service.  Contribute to the development and delivery of clinical and corporate governance within the area of responsibility and to the wider clinical governance agenda to assure adherence to legal, and professional requirements and standards, and assure the development and implementation of best practice e.g. Audit against local/national standards  Manage risks associated with pharmaceutical care/issues/critical incidents within the area of responsibility on a daily basis, in accordance with local procedures, which will include reporting of critical incidents.  Contribute to the monitoring of, and provide advice on, the effective and efficient use of medicines within the area of responsibility, in order to achieve high-quality, cost-effective patient care.  Participate in the recruitment of staff and to supervise and manage staff providing pharmacy services within the area of responsibility.  Provide, deliver and be involved in uni, inter and multi-disciplinary education and training within the area of responsibility and specialisation, to ensure individual and service needs are met e.g. implementation of national standards, therapeutic management of specific conditions, peer review sessions with pharmacy colleagues, pre-registration and junior pharmacist training.  Participate in networking both with colleagues in NHS Tayside Pharmacy Service and across disciplines and other departments both within and outwith NHS Tayside to facilitate consistent standards and ensure efficient service provision  Mentor & supervise pharmacy staff undertaking research within the area of responsibility and to participate in multi-professional research, pharmacy practice research and audit, to improve service effectiveness and efficiency and the standards of patient care  Participate, and take a lead role where appropriate, in the development and implementation of medicines management policies within the area of responsibility. To contribute to the effective working of NHS Tayside Drug and Therapeutics Committee, to assure efficacy, safety and economy in the use of medicines to assure efficacy, safety and economy in the use of medicines.  The postholder is a key holder for the main Pharmacy at Ninewells Hospital, and as such can be contactable in the event of a major incident, or security/building issue at any time.  Contribute to the on-call, weekend and public holiday rotas as per service requirements  As a guide the proportion of time spent on these tasks can be apportioned:  Management/supervision/education & training (including day to day staff management, staff development, service planning, governance) 10%  Implementation of policy, strategy, projects, governance 10%  Communication – information, meetings, reports 10%  Clinical care 70%  *To support NHS Tayside values of quality, teamwork, care and compassion, dignity and respect, and openness, honesty and responsibility through the application of appropriate behaviors and attitudes.*  . | |
| 7a. EQUIPMENTAND MACHINERY | |
| The postholder should be competent in the use of a computer, using standard computer packages, internet search facilities and medical databases, as well as specialist programs such as medicines utilisation and prescribing analysis databases, pharmacy stock labelling and issuing system, a Laboratory result system, Patient Medication Records and Risk Management software.  Other equipment essential to perform daily tasks includes fax machine, printer, telephone, pager and mobile telephone. | |
| **7b. SYSTEMS** | |
| The postholder will be required to formally present information using audio-visual, overhead projectors and computer links.   * Systems the postholder will be required to operate/oversee within their area of responsibility include: * Pharmaceutical patient records/care plans * Clinical Governance * Preparing, interpreting and acting upon medicines utilisation reports * Information & IT security * PDP review and objective setting of Pharmacy staff * Risk Management and Adverse Incident Management * Health & Safety * Infection Control Policies | |
| 8. ASSIGNMENT AND REVIEW OF WORK | |
| Operational & Managerial The postholder will be the responsible pharmacist for the development and delivery of effective, efficient and responsive pharmacy services that address patient need, to the area of responsibility.  The post holder will participate in both the formal / informal training of undergraduates and post-graduate medical students.  The post holder assists in the supervision of a pharmacist, a pre-registration pharmacist, a pharmacy technician, community pre-registration pharmacists and pharmacy students and takes responsibility in the absence of the Principal Clinical Pharmacist. Professional and Clinical The post holder provides specialist professional advice to, and networks with:   * Allied Health Professionals (Physiotherapy, Speech Therapy, Occupational Therapy, Dieticians, Podiatry) * Pharmacy colleagues (managed and contracted) * All Medical staff including GPs and Consultants, * All Nursing staff including various specialist nurses and providing professional support particularly to nurse prescribers. * Clinical Group Management Team * Social work staff, for example NHS Tayside Discharge Planning Policies. * Local Authority staff (e.g. social workers/care workers) * Advisory and executive committees within this specialist area of practice (local and national):   **Responsibility for Records Management**  All records created in the course of the business of NHS Tayside are corporate records and are public records under the terms of the Public Records (Scotland) Act 2011. This includes email messages and other electronic records. It is your responsibility to ensure that you keep appropriate records of your work in NHS Tayside and manage those records in keeping with the NHS Tayside Records Management Policy and with any guidance produced by NHS Tayside specific to your employment. | |
| **9. DECISIONS AND JUDGEMENTS** | |
| The postholder is expected to use their initiative to act decisively and autonomously in their professional, clinical and managerial capacity, provide supervision to their team, and be accountable for their actions and the actions of their team, without the need to refer to line management. As part of the clinical role they provide, they will have to recommend and implement care plans and medications for individual patients after assessing and analysing clinical, pharmaceutical and social information to identify options for improved patient care.  Objectives are jointly agreed annually with the Line Manager and the postholder. Meetings are held in addition approximately 3 monthly between appraisals to review progress against the agreed work plan.  Typical decisions include clinical decisions regarding medication for individual patients, advice regarding the local selection and prescribing of medicines within the area of responsibility and service development decisions.  The postholder is expected to interpret clinical data from clinical trials, published papers and other sources. They will be expected to clarify areas of uncertainty and inform the multidisciplinary team within their specialist area about key issues and outcomes as they relate to the delivery of safe and cost-effective prescribing.  The postholder may be required to deputise on occasion for their Line Managers. | |
| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB | |
| To build and maintain effective relationships in an evolving structure, across traditional organisational boundaries, to enable delivery of integrated, high quality, patient focused pharmaceutical services.  To influence behaviour, change in clinicians of all disciplines around good prescribing practice.  To influence changes in attitude and behaviour for staff, to enable service redesign and delivery of effective and responsive services that address patient need. | |
| **11. COMMUNICATIONS AND RELATIONSHIPS** | |
| The need for highly developed interpersonal and communication skills, written, electronic, verbal, formal and informal is essential. The postholder will be required to influence prescribing behaviour in medical and non-medical prescribers within area of responsibility The postholder will be required to communicate and negotiate with colleagues (managed and contracted) from all disciplines and professions from within NHS Tayside on a daily basis including clinicians, pharmacy staff, other multidisciplinary staff within their area of responsibility, and local management committees on a routine basis. They must communicate effectively with patients, families and carers, some of whom may have barriers to understanding (e.g. sensory impairment, learning difficulties, language barriers, elderly, confused and frail patients), using verbal/non-verbal, written and presentation skills as required. This information may be complex, sensitive or contradictory to patients/carers expectations. The postholder will be required to instruct, reassure, encourage and guide patients/carers and other healthcare staff members in the prescribed treatment.  Diplomacy, tact and empathy need to be used to deal with difficult situations/opposition, as well as an ability to convey highly complex information in a form readily understood by a variety of target audiences.  The postholder will be required to communicate with a variety of audiences in various settings to present/discuss clinical information, patient cases or service provision. This could range from one-to-one tutoring, local group workshops to presentation at national meetings.  **Internal** – colleagues from all disciplines and professions within NHS Tayside  **External** – Pharmacy and other professional colleagues outwith Tayside, patients and patients’ representatives, academic colleagues, pharmaceutical industry | |
| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** | |
| **Physical**:  The postholder is required to stand for long periods while performing medication checks and participating in ward rounds.  **Mental**:   * is required for 3-4 hours at a time during management planning, multidisciplinary ward meetings or using a computer to produce procedures and business reports. * is required in problem solving complex patient and service issues involving collaboration and negotiation with other health professionals   The workload is subject to constant interruption and is unpredictable as priorities change at short notice.  The postholder will be able to prioritise their workload, and that of their team, and work to tight deadlines to meet the needs of patients, other multi-disciplinary professionals and management, and the changing needs of the service.  **Emotional**:  Need for empathy and composure when dealing with complex individual patient needs of carers and  other staff members, patient complaints and occasionally verbally and/or physically aggressive patients,  carers or other staff  **Environmental**:  The postholder will be required to travel frequently between work locations and occasionally to other venues within and outwith Tayside for meetings or training/development. They may be required to transport files and equipment such as laptop computers. | |
| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB | |
| Practising membership of the General Pharmaceutical Council requiring a first degree of MPharm or equivalent and meet the professional requirement for CPD  The postholder will be an experienced pharmacist with previous post qualification experience, who can demonstrate a high level of professional practice. They will have completed the Scottish hospital pharmacists’ vocational training scheme (Stage II Pharmacist to Hospital Pharmacist) or equivalent. In addition, they must possess an appropriate post-graduate qualification e.g. Diploma/MSc in Clinical Pharmacy/Prescribing Sciences or equivalent experience.  A working knowledge of the NHS including an understanding of management and operational policies, partnership and governance policies and procedures and can demonstrate an understanding of how pharmacy interlinks with other healthcare professions.  Leadership and management skills are essential to allow the postholder to contribute to the local implementation of policies, local developments and national clinical standards.  The postholder will have a good working knowledge and understanding of relevant legislation e.g. Medicines Act, Misuse of Drugs Act, Data Protection Act and Health & Safety at Work Act, and of local policies e.g. Safe & Secure Handling of Medicines  The postholder will be a Member or an Associate Member of the College of Pharmacy Practice, working towards Advanced Membership or Hospital Pharmacy Leader status, or equivalent organisation relevant to specialist area. | |
| **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:  **(I confirm this Job Description accurately reflects the duties and**  **responsibilities of the postholder and does not impact upon any other**  **postholders role)** | Date:  Date: |