# NHS FORTH VALLEY



# JOB DESCRIPTION

### JOB DETAILS

**Job Title: Senior Pharmacist – Dispensary Redesign**

**Responsible to: Lead Clinical Pharmacist, Acute**

**Department: Pharmacy**

**Job Reference Sco1/E-A-CS-PTB-063**

### JOB PURPOSE

Lead, deliver, develop and evaluate prescribing and pharmaceutical input to a defined group of patients under the direction of the Lead Clinical Pharmacist for Acute.

Provide patient focused quality pharmaceutical care and to ensure an efficient and timely supply of expert pharmaceutical advice and medication. This will be achieved through practice as an advanced practitioner with independent prescribing and through management of designated junior pharmacists.

Provide managerial and operational support to the pharmacy department within Forth Valley Royal hospital.

1. **DIMENSIONS**

**Staffing**

Provide daily professional management of pharmacists within the area of responsibility and work closely with the Lead Clinical Technician to agree Clinical Technicians daily work plans, as appropriate.

Act as mentor to, and supervise and evaluate clinical pharmacists within the team.

Deputise for the Lead Clinical Pharmacist, as required.

## Budget

Contribute to the overall management of the Directorate drug budget through the monitoring of the formulary management systems. This includes responsibility for monitoring financial spend within area of responsibility and finance reporting to the Associate Director of Pharmacy and General Manager as appropriate that contributes to the overall finance report to the Directorate executive team.

Develop local reporting of medicines usage within the area of responsibility and liaise with clinical / managerial teams to ensure the most cost and clinical effective use of resource.

Provide information on appropriate formulary choices and formulary adherence within designated area.

Support specialist clinical teams in the completion of required documentation and development of cases for introduction of new medicines.

Participate in weekend and public holiday rotas of the department.

Hours will be worked to accommodate provision of a 7 day pharmacy service.

Work within the legislative and professional framework without supervision.

1. **KEY DUTIES/RESPONSIBILITIES**

**Organisational**

Contribute to strategic and operational planning within the pharmacy department, the clinical unit and the operating division, in line with local and national priorities.

Contribute to strategic and operational planning within the pharmacy department and the area of responsibility, in line with local and national priorities.

Undertake specific projects as delegated by Lead Clinical Pharmacist, and where appropriate the Associate Director or Director of Pharmacy.

Contribute to the development of a pharmacy strategy and as necessary a directorate strategy by linking local needs to external factors.

Communicate and implement a strategy for an advanced service for the area of responsibility, under the direction of the Lead Clinical Pharmacist and working closely with senior colleagues in the directorate, peers and other pharmacy staff.

Identify and promote best practice in the delivery of pharmaceutical services and manage resultant change.

Lead the defined specialist team and influence and motivate others to achieve the aims of the service.

Contribute to the development of any new initiatives through collaboration with the senior leadership team.

Contribute to the provision of pharmacist rotations along with other peer colleagues within the pharmacy department, as required.

Actively participate in national and regional clinical networks and use networking opportunities to develop new contacts and share best practice as requested by the Lead Clinical Pharmacist or Associate Director of Pharmacy

Develop business plans under the direction of the Lead Clinical Pharmacist or Associate Director / Director of Pharmacy to support the development of the services for the area of responsibility.

**Clinical Leadership and Managerial**

As a member of the pharmacy senior leadership team, participate in regular management meetings.

Manage the day to day provision of a comprehensive advanced service to the designated area, in order to ensure the safe and clinically effective use of medicines for all patients.

Identify risks and options for the management of risk and agree with Lead Clinical Pharmacist, Associate Director of Pharmacy and as appropriate, the team how the risks involved will be managed and minimised and contribute to the Board’s Risk Management Plan.

Anticipate the needs of regular users of the service and adapt service accordingly in conjunction with the Lead Clinical Pharmacist and Associate Director of Pharmacy.

Ensure that all Pharmacists in the area of responsibility are appropriately trained so that they develop skills and confidence in work to the appropriate level.

Identify when Pharmacists within the remit need support and provide it in a non-judgemental atmosphere and deal with incidents in a positively manner.

Delegate authority appropriately to Pharmacy staff and make best use of their abilities and provide development opportunities.

Evaluate and review the performance of the pharmacy staff according to standards set by General Pharmaceutical Council, Royal Pharmaceutical Society and Vocational training programme through regular Personal Development Planning and Review meetings.

Take prompt and constructive action to deal with performance issues under the direction of the Lead Clinical Pharmacist and Associate Director of Pharmacy.

Act as a clinical role model at all times for the staff in the area of responsibility.

Advise the Lead Clinical Pharmacist/Associate Director of Pharmacy regarding changes within the area which may require needs assessment.

May be required to be an authorised signatory for drug orders up to a specified value.

Assist with the recruitment of clinical pharmacy staff for the area and other areas as required

**Dispensary (Ethical & Aseptic)**

Participate in dispensing and checking of prescriptions in accordance with local policies and procedures ensuring that legal requirements are met.

Assess incoming prescriptions for any pharmaceutical problems, compliance with drug formulary and take appropriate action where necessary including liasing with appropriate health care professionals.

Apply good practice in all aspects of dispensing and checking extemporaneous ethical, cytotoxics, aseptically dispensed preparations in accordance with the relevant documentation.

Assist in ensuring that all personnel operate within current legislative frameworks and National Standards including Medicines Act, Misuse of Drugs Act, Duthie report, Clinical trials legislation, European Guide to Good Manufacturing Practice, Health and Safety at Work Act and Caldicott.

Dispense medicines in accordance with Clinical Trial protocols.

Participate in the supply of Controlled Drugs and maintenance of appropriate records.

Identify the needs and provide written and verbal information to patients and their carers so that they understand.

Clinical Pharmacy – Advanced Practice

To enhance patient care through the provision of a clinical pharmacy service according to service specifications, clinical standard operating procedures and clinical standards to patients to ensure safe, clinically effective and cost efficient use of medicines.

Demonstrate and apply advanced 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 and local policy and national guidelines/standards.

Review and analyse drug charts / prescriptions and ensure that prescribing is appropriate for specific patients by applying specialist pharmaceutical knowledge

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.

Liaise 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.

Liaise with other specialist practitioners to ensure seamless transfer between secondary and tertiary health care settings.

Actively participate in consultant ward rounds and multidisciplinary team meetings where deemed essential.

Undertake complex calculations on a daily basis e.g. estimating patients potential nutrition requirements, predicting drug levels and recommending therapeutic drug monitoring.

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.

Provide advice to medical, nursing and other healthcare staff on all aspects of medicines and medicine administration.

Develop treatment protocols and guidelines for individuals/groups of patients.

Provide complex patient education, written or verbal, on a daily basis.

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.

Manage the introduction of new drug therapies and plan for future developments within the specialist area of practice.

Contribute to national strategies within area of specialisation.

Participate in local / regional managed clinical networks within specialist area with responsibility for leading on specific projects as directed by the MCN work plan.

Provide advanced pharmaceutical knowledge to short-life working groups.

Carry out regular medication review to patients within the specialist area and ensure that any agreed actions identified are communicated to the patient, the GP and community pharmacy as appropriate.

Identify and develop appropriate opportunities for pharmacist prescribing and pharmacist led care within the area of responsibility.

Provide Forth Valley influence at national specialist meetings and communicate outputs of these meetings to the pharmacy team as appropriate.

Lead the provision of complex treatments closer to home for patients as required.

Plan, prioritise and deliver 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.

Ensure that the patient medicines are as effective and as safe as possible by ensuring that patients receive the right medicine, in the right dose, at the right time and for the right reasons using skills as an independent prescriber where appropriate.

**Education, Training & Research**

Lead the education and development within the area of responsibility for pharmacy staff and other disciplines across the organisation as necessary or appropriate.

Identify, develop and provide frequent education sessions on medicines use for all health care professionals including pharmacy staff and evaluate the training provided.

Tutor / mentor and participate in the clinical training of undergraduate pharmacy students and pharmacists of all grades including those participating in post-graduate qualifications.

Assist with training nursing (e.g. nurse induction training) and medical staff, as required and give written and verbal feedback on performance.

Assess the competency of junior pharmacists and audit other members of the multi-disciplinary team in areas relating to medicine use and advise accordingly.

Undertake, encourage and supervise research and audit within the area of responsibility and integrate research evidence into specialist area of practice. This includes participation in national/regional audit programmes and local implementation of action plan.

Assist staff at ward level on the use of Electronic Prescribing and Medicines Administration system on an ad-hoc basis to allow them to use the system effectively.

Professional

Utilise 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 Royal Pharmaceutical Society Medicines, Ethics and Practice.

Behave with integrity and probity and not engage in any behaviour or activity likely to bring the profession into disrepute or undermine public confidence.

Carry out responsibilities in a way a which at all times is consistent with statutory and legal obligations including The Medicines Act, 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.

Be aware of own limitations with respect to technical and clinical aspects of pharmacy practice and work within them.

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

Use Microsoft® office software, the Internet and available specialist pharmaceutical databases to source medicines related information e.g. JAC dispensary and prescribing systems, computerised stock control and medicines management system and automated pharmacy systems.

Use appropriate Forth Valley systems e.g. SCI store, laboratory result systems, clinical portal, TRAK care, Renal Unit prescribing and record systems.

Comply with the quality policy of NHS Forth Valley Pharmacy Services and to ensure that the specific requirements of the Quality Assurance System BS EN ISO 9001 (2015) 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
* ensure procedures are available, maintained and followed within the area of responsibility
* utilise documentation as outlined in NHS Forth Valley Pharmacy Services quality system e.g. pharmaceutical care plans, patient medical records
* lead development of tools to evaluate users opinion of service

Carry out adverse drug reaction reporting, locally and nationally using the National Yellow Card Scheme

Carry out clinical incident and IR1 reporting using established systems and investigate if required.

Use the organisation’s risk assessment system to manage incidents.

Contribute to Significant Event Analysis when requested by the Associate Director of Pharmacy or nurse managers

## ASSIGNMENT AND REVIEW OF WORK

Work is generated by the needs of the area of responsibility and the Lead Clinical Pharmacist or Associate Director / Director of Pharmacy as delegated.

Regular reviews will take place with the Lead Clinical Pharmacist to discuss progress of work and any operational issues of note.

Formal meetings will take place on an annual basis as part of the Personal Development Planning and Review process when strategic level objectives will be discussed and agreed.

Responsible for the management of time and workload making autonomous clinical decisions and acting on these as appropriate, referring to the Lead Clinical Pharmacist as necessary.

Take accountability for professional actions and outcomes guided by legislation, national and local protocols.

Work with other senior staff to prioritise clinical workload and assign work accordingly to ensure that the daily activity of the area is managed and objectives are set and met.

Identify and record own training needs and revalidation requirements 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 and revalidation portfolios.

1. **COMMUNICATIONS AND WORKING RELATIONSHIPS**

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.

Use judgement and expert knowledge on a daily basis to be able to interpret and evaluate potentially conflicting 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, detailed clinical information, having to agree planned care and treatment that can be contentious to reach consensus on an individual and patient group basis.

Communicate sensitive medicines information to patients, in a way that they will understand and be able to negotiate with the patient to ensure medicines are taken appropriately.

Attend and participate in regular peer review and departmental meetings.

Communicate across the Board interface to facilitate seamless pharmaceutical care of patients on admission/discharge.

Present complex medicines related data at large uni or multiprofessional meetings.

Communicate with other specialist pharmacists to promote best practice in the management of patients within their specialist area.

1. **DEMANDS OF THE JOB**

**8a PHYSICAL DEMANDS OF THE JOB**

Daily risk of exposure to hazardous chemicals/substances e.g. cytotoxic chemotherapy.

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.

Work at computers for long periods of time.

Manipulate intravenous and cytotoxic medicines, including their aseptic preparation.

Concentrate in environments not conducive for concentration for long periods.

**8b. MENTAL/EMOTIONAL DEMANDS OF THE JOB**

Recognise 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.

Deal with different pieces of often conflicting information that are required to be analysed before reaching a consensus.

Identify, consider and analyse all factors that impact on the safety and effectiveness of drug therapy, including drug interaction, patient organ function, patient age, size and weight.

Manage, analyse and act when faced with difficult and ambiguous problems.

Ensure accurate dose calculation, product formulation and therapeutic drug monitoring

Pay attention to detail when reviewing prescriptions, therapeutic drug monitoring calculations, total parenteral nutrition requests, cancer chemotherapy calculations.

When appropriate challenge the decisions of practitioners from other professions when the pharmacists professional judgement requires it

When relevant and appropriate, implement unpopular / unwelcome decisions where the services requires this to happen.

Work in a emotional environment to discuss medication related issues directly with patients / bereaved relatives 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.

Work 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**

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| Criteria | Essential | Desirable |
| Qualifications & Training  Level of education, professional qualifications, training and learning programmes/courses. | Masters of Pharmacy Degree or equivalent  Registered with General Pharmaceutical Council  Member of Royal Pharmaceutical Society of Great Britain  Postgraduate higher degree/diploma relevant to practice or demonstrable evidence of clinical knowledge equivalent to that level.  Evidence of continuing professional development in clinical pharmacy practice.  Registered independent prescriber  Commitment to compulsory revalidation as per directions of General Pharmaceutical Council. |  |
| Experience  Length and type of experience, level at which experience gained. | Minimum 5 years post registration experience.  Experience in managing a team of staff  Demonstrable experience in providing a pharmacy service at a specialist level.  Relevant clinical experience.  Competent in providing highly specialist patient information/education.  Demonstrable use of clinical audit to improve practice.  Provision of university or multidisciplinary training at specialist level | Deputising for senior clinical pharmacist.  Delivery of under / postgraduate level education and training. |
| Knowledge  Depth and extent of knowledge. | Clinical pharmacy care planning  Highly developed specialist pharmaceutical knowledge and the necessary theoretical and practical expertise | 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. | Demonstrable leadership skills at a specialist pharmacist level.  Able to work autonomously and as part of a team  Highly developed verbal and written communication skills  Highly motivated.  Excellent interpersonal skills  Demonstrate customer awareness/focus.  Ability to manage change  Highly developed numeracy skills  Ability to identify and manage risk  Proven audit/practice research/project skills |  |
| Specific Job Requirements  Environmental conditions, unsociable hours, car driver etc. | Hours worked over 7 days  Weekends and public holidays  Participation in pharmacy emergency duty service where required  Willingness to contribute to the general working of the pharmacy department. | Car driver |