# NHS FORTH VALLEY



# JOB DESCRIPTION

### JOB DETAILS

**Job Title: Clinical Pharmacist – Mental Health Specialties.**

**Department(s): Pharmacy**

##### Job Holder Reference: UD-BN-PTB-041

The post holder provides services, as described within the job description, to one or more specialist areas

### JOB PURPOSE

* To deliver, develop and evaluate clinical pharmacy services to a defined group of patients under the direction of the senior clinical pharmacist. This includes initiative across Community and Acute settings.
* To be responsible for providing patient focused quality pharmaceutical care and to ensure an efficient and timely supply of pharmaceutical advice and medication including liaison with both clinical and community pharmacy colleagues.
* To provide specialist medicine information relating to mental health specialties for all NHS Forth Valley and partner agencies.
* To provide operational support to the clinical pharmacy services for designated specialties.
* To provide managerial support to the clinical pharmacy services in the absence of senior pharmacists.
* To be involved in the organisation of, and participation in the pharmacy emergency duty service as appropriate.
* To participate in weekend and public holiday rotas of the department.
* The post holder will work within their legislative and professional framework without supervision.
1. **ORGANISATIONAL POSITION**

**See attached**

1. **DIMENSIONS**

### Responsibility

* To contribute to operational planning within the pharmacy department and the clinical specialty in line with local and national priorities.
* To plan and prioritise 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 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 the Senior or Lead Pharmacist.

**Staffing**

* The job holder is a member of the Clinical Pharmacy team. He/she is responsible for the management of technicians within the team.
* To act as mentor to newly appointed clinical pharmacists within the team and supervise and evaluate pre-registration students.
* To deputise for the senior pharmacist as required.

## Budget

* To contribute to the overall management of the NHS Forth Valley drug budget (approx £60million) through formulary management systems. This includes responsibility for monitoring financial expenditure within the specialist area and finance reporting to the pharmacy team leader. This contributes to the overall finance report to the division executive teams.
* To provide information on appropriate formulary choices and formulary adherence within specialist area.
1. **KEY DUTIES/RESPONSIBILITIES**

**5.1 Organisational**

* To contribute to the development of a pharmacy strategy by linking local needs to NHS strategy and external factors.
* To communicate and implement a strategy for a specialist clinical pharmacy service, clarifying priority objectives to senior colleagues, peers and other pharmacy staff.
* To promote best practice in delivery of pharmaceutical services and manage resultant change.
* To contribute to the development of any new initiatives within designated specialties through collaboration with senior colleagues within the managed Pharmacy Team and community pharmacists.
* To actively participate in clinical networks and use networking opportunities to develop new contacts and share best practice as requested by the lead pharmacist.
* To provide information to aid the negotiation for resources to maintain/develop the specialist service e.g. development of business plans under the direction of the lead pharmacist.

**5.2 Managerial**

* To manage the day-to-day provision of a comprehensive advanced clinical pharmacy service to the designated area, in order to ensure the safe and clinically effective use of medicines in all patients.
* To identify risks and options for management of risk and agree with Lead Pharmacist and multi-agency teams how the risks involved will be managed and minimised and contribute to the Risk Management Plan.
* To anticipate the needs of regular users of the service and adapt the service accordingly in conjunction with the Lead Pharmacist.
* To demonstrate accountability to service users and the profession.
* To ensure that all members of the team are well trained, so they develop skills and confidence in work.
* To identify when team members need support and provide it in a non-judgemental atmosphere and deal with errors made by members of the team positively.
* To delegate authority to junior members of staff and make best use of abilities and provide development opportunities.
* To evaluate and review the performance of community pharmacists according to standards set by local and national service specifications for mental health and substance misuse services.
* To take prompt and constructive action to deal with performance issues under the direction of the Lead Pharmacist.
* To advise the Lead Pharmacist on changes within the pharmacy service, which may require a needs assessment.

**5.3 Dispensary**

* 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 liasing with appropriate health care professionals.
* To have a knowledge of the dispensing and checking of extemporaneously 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 Medicines Act, Misuse of Drugs Act, Safe & Secure Handling of Medicines, 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 and extemporaneous dispensing.
* 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 outpatients and their carers.

5.4 Clinical Pharmacy – Advanced Practice

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

* To demonstrate and apply advanced pharmaceutical knowledge in order to answer a wide variety of medicines information enquiries ensuring practice is evidence based and in accordance with current good practice and local policy and national guidelines/standards. This includes providing prescribing advice to consultant psychiatrists, and general practitioners, clinical and community pharmacists and partner agencies.
* To review and analyse prescription and administration records and ensure that prescribing is appropriate for specific patients by applying specialist pharmaceutical knowledge
* To identify and manage risks associated with the use, administration and storage 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 liase with other specialist practitioners to ensure seamless transfer between primary, secondary and tertiary health care settings.
* To regularly and actively participate in multidisciplinary team meetings, case conferences and Care Programme Approach (CPA) meetings, as appropriate.
* To undertake complex calculations on a daily basis e.g. predicting drug levels and recommending therapeutic drug monitoring.
* To develop and deliver patient education for patients and/or carers within the designated specialities 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, other healthcare staff and partner agency staff on all aspects of medicines and medicine administration.
* To develop treatment guidelines for individuals/groups of patients.
* To provide complex patient education, written or verbal, on a daily basis.
* To develop, implement, monitor and evaluate local and/or national guidelines and contribute specialist knowledge to the wider healthcare environment e.g. local guideline development. This may involve direction from Lead/Senior pharmacists.
* To manage the introduction of new drug therapies and plan for future developments within the specialist area of practice.
* To contribute to national strategies within area of specialisation.
* To participate in local/regional managed clinical networks within specialist area with responsibility for leading on specific projects as directed by the MCN work plan.
* To contribute to the development of Forth Valley community pharmacy initiatives as required.
* To be a pharmacy representative to provide advanced pharmaceutical knowledge to short-life working groups.
* To carry out regular detailed medication reviews to provide to prescribers evaluated options for treatment and ensure that any agreed actions identified are communicated to the patient, the GP and community pharmacy as appropriate.
* To identify and develop appropriate opportunities for pharmacist prescribing and pharmacist led care within the specialist area.

**5.5 Education, Training & Research**

* There is a continual requirement to identify, develop and provide, frequent education sessions on medicines use for all health care professionals including pharmacy staff 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 identify and record own training needs in accordance with the directions of the General Pharmaceutical Council (GPhC) 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 undertake, encourage and supervise research and audit within own area of clinical practice and integrate research evidence into specialist area of practice. This includes participation in national/regional audit programmes and local implementation of action plan.
* To undertake additional postgraduate qualifications necessary to support and develop role.
* 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.

**5.6 Professional**

* To utilise your 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.
* 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 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, Safe & Secure Handling of Medicines, FV Code of Practice, Mental Health Care & Treatment Act, Adults with Incapacity Act, Child Protection Act, 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, medicines management system and worksheets generation systems.
* To be able to utilise appropriate NHS Forth Valley systems e.g. SCI store laboratory result systems and national 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 9002 (2000) 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.
* 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.
* Knowledge of how to formulate oral and injectable medicinal products including using a range of sterile/non-sterile equipment including syringes, needles, 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 senior pharmacist when necessary.
* Agrees strategic and personal objectives on an annual basis with Lead Pharmacist in line with departmental and NHS Forth Valley objectives.
* Regular review of job performance and objectives with Lead Pharmacist.
* Review of individual performance is carried out by the Lead Pharmacist in accordance with the principles of the Appraisal of Performance System.
* Accountable for the delivery of pharmacy services to designated area on a daily basis and provides expert advice on pharmacy related matters.
* Works with other senior staff to prioritise department workload and assign work accordingly.
* Responsible for daily management of the workload of technicians in the team to ensure service specifications are met.
1. **COMMUNICATIONS AND WORKING RELATIONSHIPS**
* To communicate effectively and proactively with pharmacy, medical, nursing, primary care staff and other members of the multidisciplinary/multi-agency 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 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.
* Present complex medicines related data at large uni or multiprofessional meetings.
* To communicate with other specialist pharmacists to promote best practice in the management of patients within their specialist area.
1. **DEMANDS OF THE JOB**

**9a PHYSICAL DEMANDS OF THE JOB**

* Daily risk of exposure to unpredictable verbal and physical aggression from patients who and who may have a mental illness, substance misuse problems and/or a learning disability.
* Daily risk of exposure to ward or clinic conditions e.g. risk of needlestick injuries, infectious diseases, exposure to bodily fluids, unpleasant odours.
* Daily physical effort including carrying a bag containing clinical files and text books, standing for long periods of time, walking between departments and clinical areas.
* Working at computers for long periods of time.
* Driving licence and car owner essential with daily driving to multiple clinical areas.
* Requirement to concentrate in environments not conducive for concentration for long periods.

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

* Working in a highly emotional environment to discuss medication related issues directly with patients / relatives who are angry or upset and may have just received bad news following diagnosis or detention under the mental health act. This may include working with patients who have a terminal illness, treatment resistant illness, a severe enduring mental illness, a long history of substance misuse, a learning disability or have lack of insight into their illness.
* High level of concentration and accuracy is required for this post
* Different pieces of often conflicting information is 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, weight and compliance with treatment.
* 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 in an environment where interruptions are frequent.
* 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 and therapeutic drug monitoring calculations.
* To challenge the decisions of practitioners from other professions when the pharmacists professional judgement requires it.
* To implement unpopular/unwelcome decisions where the services require this.
* 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.
* May be required to work as a lone practitioner off site e.g. at CMHT, clinics or patients own homes.
* To understand and appreciate the significant risks associated with all classes of medicines including for example high dose antipsychotic therapy and complex regimes.
1. **KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**

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| Criteria | Essential | Desirable |
| Qualifications & TrainingLevel of education, professional qualifications, training and learning programmes/courses. | Masters of Pharmacy Degree or equivalentMember of General Pharmaceutical CouncilEvidence of continuing professional development in clinical pharmacy practice.Commitment to compulsory CPD as per directions of General Pharmaceutical Council.  | Registered pharmacist prescriber |
| ExperienceLength and type of experience, level at which experience gained. | Relevant either in hospital practice as a clinical pharmacy practitioner or in community providing significant service to patients. Competent in providing specialist patient information/education. | Deputising for senior clinical pharmacist.On-call experience.Provision of uni/ multidisciplinary training at specialist levelDemonstrable use of clinical audit to improve practice. Clinical experience in designated specialty |
| KnowledgeDepth and extent of knowledge. | Clinical pharmacy care planningPharmaceutical care knowledge in the designated specialty and the necessary theoretical and practical expertise  | Knowledge of wide range of specialities e.g. clinical, community, medicines information, dispensary |
| Skills/AbilitiesRange and level of skillsi.e. communication (oral, written, presentation),planning/organisation,numeracy, leadership etc. | Able to work under own initiative and as part of a teamHighly developed verbal and written communication skillsHighly motivated.Excellent interpersonal skillsDemonstrate customer awareness/focus. Highly developed numeracy skillsAbility to identify and manage riskProven audit/practice research/project skills | Ability to manage change |
| Specific Job RequirementsEnvironmental conditions, unsociable hours, car driver etc. | Weekend and Public holidaysParticipation in pharmacy emergency duty service where required.Willingness to contribute to the general working of the pharmacy department. Car driver |  |

**11. JOB DESCRIPTION AGREEMENT**

**Job Holder’s Signature:**

**Date:**

**Head of Department Signature:**

**Date:**