#### **JOB DESCRIPTION**

|  |  |
| --- | --- |
| JOB IDENTIFICATION | |
| Job Title: **Advanced Clinical Pharmacist– West Lothian Mental Health Teams (Band 8a)**  Responsible to (insert job title): Lead Pharmacist – Primary Care West Lothian  Department(s): Pharmacy NHS Lothian – West Lothian Mental Health Teams  Directorate: Pharmacy  Operating Division: Corporate  Job Reference: **215260**  No of Job Holders: 1.0wte | |
| 2. JOB PURPOSE | |
| To lead, plan, organise and deliver a specialist clinical pharmacy service within the agreed standard of pharmaceutical care for the identified patient population, safely, effectively and within the defined limits of responsibility, resources and activity.  To lead the development of the specialist clinical pharmacy service across the service area in line with established guidelines and standards.  To provide prescribing and professional advice to clinical management team (clinical director, directorate manager, lead nurse and lead financial officer) to aid in the planning of clinical services and contribute to good clinical governance in the use of medicines.  To support the Site Lead Pharmacist in the strategic and operational development of the pharmacy service to NHS Lothian. | |
| **3. DIMENSIONS** | |
| The Department of Pharmacy provides services to primary and secondary centres throughout Lothian. Services include dispensing, aseptic, clinical, radio pharmacy, procurement and distribution, medicines information, medicines management and quality assurance. These services are currently delivered across 4 Health and Social Care Partnerships and 7 hospital sites: the Western General Hospital (WGH), the Royal Infirmary of Edinburgh (RIE), the Royal Hospital for Children and Young People (RHCYP), St John’s Hospital (SJH), Royal Edinburgh Hospital (REH), East Lothian Community Hospital (ELCH) and Liberton Hospital (LIB).    The Department of Pharmacy dispenses over 440,500 prescription items. The combined drug budget for NHS Lothian hospital services is c.£150m per annum and c.£160m per annum across the 4 x HSCP prescribing budgets. The budget is not held by the pharmacy service but expenditure against this is monitored and reported on to senior management.    The average monthly stockholding across the pharmacy services is £11 million with monthly stock value issues of £9 million.  The Pharmacy and Medicines Service employs 582WTE staff including Pharmacists, Pharmacy Technicians, Pharmacy Support Workers, Business Managers and Administrative staff, including 177 WTE Clinical Pharmacists and Pharmacy Technicians working in GP practices supporting delivery of the General Medical Services Pharmacotherapy Services.    The network of 182 Community Pharmacies in Lothian dispenses 9.5 million prescription items, undertakes 280k Pharmacy First consultations and administers over 20k flu vaccinations.  **Clinical role**  The post holder will be an integral member of the West Lothian Clinical Pharmacy team supporting the care of adult patients within inpatient and outpatient settings.  Responsible for clinical pharmacy to adult mental health services. With provision of a proactive service to identified Community Mental Health Teams (CMHTs), Eating Disorder Service, Perinatal and Mother and Baby Unit.  As an independent prescriber, the post holder will take on a caseload of patients and it is expected that up to 70% of time will be spent on clinical-based activities.  The post holder is responsible for developing and implementing required training plans for rotational, weekend and on-call staff to enable appropriate delivery of service out of hours; and to create resilience within the highly specialist aspects of this clinical pharmacy service. The postholder will participate in the on the weekend and on call service for the St Johns Hospital.  **Staffing**  Day to day management and the overall allocation of workload for Specialist Pharmacists, Clinical Pharmacists, Foundation Training Pharmacists and Clinical Pharmacy Technicians working within mental health in St Johns Hospital*.* Direct line management of 2 staff (2wte).  **Budget**  The post holder will be responsible for the delivery of cost effectiveness initiatives, and work with clinical teams and service managers to ensure that the drugs budget is managed and reviewed appropriately.  Responsible for the provision of expert advice on medicine use and formulary management within the specialist service; and provides written financial reports to the multidisciplinary management team and relevant medicines utilization groups.  The postholder is employed within NHS Lothian and there may be a requirement to work flexibly across Lothian to meet service demands. | |
| 4. ORGANISATIONAL POSITION | |
| [ | |
| 5. ROLE OF DEPARTMENT | |
| The function of the pharmacy service is to provide integrated patient focused care that meets the present and anticipated needs of the NHS Lothian population in line with local and national strategies. The service promotes and develops all branches of the pharmacy profession through a coordinated approach to the delivery of pharmaceutical care to patients and the public.  Pharmaceutical care reflects the systematic approach that makes sure that the patient gets the right medicines, in the right dose, at the right time and for the right reasons. It is about a patient-centred partnership approach with the team accepting responsibility for ensuring that the patient’s medicines are as effective as possible and as safe as possible. This is done by identifying, resolving and preventing medicine-related problems so the patient understands and gets the desired therapeutic goal for each medical condition being treated.  The focus is on active participation in and contribution to multidisciplinary/multi-professional teams in a manner to fully integrate pharmaceutical skills and resources in overall context of health and social care in Lothian. To this end the objectives are:  To provide pharmaceutical care to individual patients wherever they present by meeting their particular needs whilst maximising efficiency in the use of resources.  To provide medicines through systems of quality control that ensures safe, effective and economic use | |
| 6. KEY RESULT AREAS | |
| **Clinical**   1. To lead and direct the clinical pharmacy activities when delivering a specialist pharmacy service, including, establishing and resolving individual patient pharmaceutical care issues and providing expert pharmacy advice with the aim of ensuring safe and effective use of medicines e.g.  *Systematic approach to individual patient care*: - Take account of patient and medication risk factors when assessing the patient to confirm pharmaceutical needs, and to identify, assess and prioritise pharmaceutical care issues. Medication history taking, medicines reconciliation, prescription monitoring, consulting case notes and liaising with patients, carers and other healthcare professionals will all contribute to the process of assessment.  * *Therapeutic drug monitoring (TDM):* - For patients prescribed medicines with a narrow therapeutic index assess their individual dosage needs and monitor treatment. Advise on dosage adjustment when required. * *Adverse drug reactions (ADR):* -Monitor patients for adverse reactions or unexpected events related to their medication. Investigate and report suspected adverse effects to the MHRA. Ensure that details of any ADR and hypersensitivity reactions are documented under the hypersensitivity section of the case notes, the prescription and administration record and immediate discharge letter. Discuss the findings of the investigation and any necessary future avoidance with the patient.  1. Responsible for individual and staff participation in discharge planning by reviewing patients prior to discharge for pharmaceutical care related issues. Promoting efficient patient flow within the specialist area. Factors to be considered include patient education, adherence to medication regimen; seamless care; discharge prescription checking; review of patients own medicines for return to patient or destruction; named patient medication. 2. To lead in multidisciplinary working groups to develop and implement protocols, guidelines, patient group directions and to train relevant staff in their use. Also participate in guideline development at a national level when required. 3. May initiate medication prescribing and management in line with independent prescribing competencies if required for the post 4. To ensure identification and compliance with national quality standards e.g. HEI, SPSP. 5. To participate in management of incidents involving medications and use analysis of incidents to advise on required actions or changes in practice to avoid recurrence. 6. To provide advice to the directorate on drug related clinical governance and risk management issues and provide support to the Quality Improvement teams. 7. To participate in business continuity planning for Pharmacy Service.   **Resource Management**   1. To be responsible for the provision of expert advice on medicine use and formulary management within the specialist service, including adherence to local prescribing policies and medicines governance framework and provide regular written financial reports to the clinical management team contributing to the control of the medicine budget and promote economic use of medicines. 2. To lead on the identification, evaluation and costing of new medicine developments and provide advice on their place in therapy within the specialist service and other relevant areas e.g. primary care, other services. This will include horizon scanning for new medicines and national guidelines that impact on medicine use within the specialist service. 3. Lead in the identification and delivery of LRP schemes on prescribing efficiencies with medicines. 4. Responsible for individual and staff participation in effective medicines management, conducting regular ward stock list reviews, 3 monthly controlled drug checks and promoting the use of patients’ own drugs, where appropriate. 5. To identify any changes/developments to strategic and operational plans within specialist service area and liaise with the Site Lead Pharmacist regarding impacts on pharmacy services and management thereof. 6. To develop and maintain a business continuity focus for the organisation which will include ensuring the ongoing review of plans, training, and exercising and communication requirements. 7. Day to day management of pharmacy staff within specialist services, including recruitment, first level discipline, grievance.   **Education and Research**   1. To lead the clinical pharmacy team in research and audit ensuring on findings are reported both at a local and national level. 2. To liaise with the clinical trials pharmacist on legal, ethical, professional and cost aspects of proposed clinical trials within the specialist service and provide advice on suitability to the clinical director, lead investigator and site lead pharmacist. 3. To educate medical and nursing staff at ward level through the provision of expert pharmacy advice. 4. To contribute to the education and training of healthcare staff and students in a formal setting, including workshops / teaching sessions. 5. To undertake continuing professional development to identify and address learning needs.   **Values**  21. 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, pager, scanner, photocopier * Isolators, laminar airflow cabinets, syringes and transfer devices.   **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 * Pharmacy management information reporting system * Microsoft Office for word processing, spreadsheets, e-mail, internet access * Medicines Information database * Patient administration system * Incident management system * eKSF 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 9001:2008) * NASH * HIV prescribing database   **Note:** New systems may be introduced as the organisation and technology develops, however training will be provided. | |
| 8. ASSIGNMENT AND REVIEW OF WORK | |
| Responsible for the development and delivery of clinical pharmacy services and accountable for own professional actions guided by local policies and procedures, and professional code of practice.  Workload is generated by the needs of the patient/service and the postholder is responsible for planning and organising own and team workload to meet agreed objectives.  Agrees objectives with relevant site lead pharmacist in line with NHS Lothian and departmental objectives on an annual basis. | |
| **9. DECISIONS AND JUDGEMENTS** | |
| Interprets and analyses information about medicines and individual patients to advise on and promote the safe and effective use of medicines.  Interprets and analyses clinical evidence about medicines to provide expert advice on and promote the safe and effective use of medicines within the specialist service.  If required for the post interpret clinical evidence and individual patient information and then prescribe medicines as an independent prescriber against a clinical management plan for identified patients.  Manage and reconcile conflicting opinions of professionals to optimise use of medicines.  Uses financial data and critical appraisal skills to promote the use of safe and cost effective evidence-based therapies  Identify service development opportunities, assess impact and develop proposed solutions liaising with the site lead pharmacist to agree way forward.  Monitor directorate activity figures and pharmacy performance indicators to identify trends in the workload pattern that could have implications for deployment of pharmacy staff. | |
| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB | |
| Working effectively as a senior member of the pharmacy team to lead, promote and develop the service within limited resources and to effectively prioritise the workload to meet the needs of the customers (patients / other multi-disciplinary professionals / managers).  Ensuring that the delivery of individualised patient care is safe, effective and efficient.  Continually updating knowledge in a complex and varied patient group. | |
| **11. COMMUNICATIONS AND RELATIONSHIPS** | |
| As advanced pharmacist for a specialist service will liaise and communicate with other senior pharmacy and non-pharmacy staff, and will provide expert advice to ensure that an effective service is provided. Communication is either on a one-to-one basis or in a group setting, with identified patients, relatives / carers and associated healthcare staff in order to identify and address pharmaceutical issues. Communication, either verbal or written, takes place between community pharmacists, GPs, Consultants and other healthcare professionals as appropriate to ensure continuity of care and resolution of identified pharmaceutical care issues.  Communicates with other members of the profession to facilitate both service and professional development, to ensure best possible pharmaceutical care for patients within the specialist service.  Educate patients on any aspect of their medication that requires explanation, or discussion of the relative risks and benefits of treatment options. Written information may be required to supplement verbal instructions and empathy, re-assurance, persuasion and motivational skills may be needed to optimise patient concordance.  Presents research and audit both informally and formally to other pharmacists, multidisciplinary team and at relevant conferences.  Liaise with pharmacy peers nationally to exchange ideas and develop clinical practice nationally | |
| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** | |
| **Physical**  Standard keyboard skills.  Validated aseptic manipulation skills e.g. manipulate needles syringes and transfer devices to reconstitute and measure doses of aseptically prepared medicines.  Light physical effort when undertaking pharmacy duties.  **Mental**  Requires a high level of concentration to check, dispense and prepare medicines accurately, to meet deadlines, and subject to interruptions.  Clinical work requires a high level of concentration, characterised by assessment of information, sometimes conflicting, from a variety of sources and forming a clinical opinion. Such work is often conducted under time pressure and subject to frequent interruptions.  Concentration required when undertaking managerial aspects of role including financial reporting, investigating complaints, policy development.  **Emotional**  Provides advice and guidance to patients on medication regimens that require explanation and reassurance  Frequent daily contact with patients and relative which can be emotionally demanding.  Performance appraisal for staff within managerial responsibility, including disciplinary procedures, as required.  Investigate and deal with medication incidents that may have had serious consequences.  Deal with complaints from directorate based staff in relation to the pharmacy service.  **Environmental**  Risk of occasional exposure to violence and aggression.  Occasional exposure to cytotoxic agents and ionising radiation within a controlled aseptic environment. | |
| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB | |
| **Qualifications and Knowledge**  Masters degree in pharmacy or equivalent.  Registered with the General Pharmaceutical Council.  Postgraduate diploma or MSc qualification in clinical pharmacy or equivalent  OR  Demonstration of competence to the level of RPS Core Advanced Pharmacist Curriculum  Post-registration hospital pharmacy practice experience within clinical specialty.  Annotated as a supplementary and/or independent prescriber on the General Pharmaceutical Council register if required for the post.  **Skills and Experience**  Good interpersonal skills.  Good communication skills including verbal, written and formal presentations.  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:  Head of Department Signature: | Date:  Date: |