

## JOB DESCRIPTION

<b>1. JOB IDENTIFICATION</b>	
Job Title:	Pharmacist
Responsible to:	Relevant Section Manager (Variable dependent on rota)
Department(s):	Pharmacy NHS Lothian
Directorate:	Pharmacy
Operating Division:	Corporate
Job Reference:	<b>054166</b>
No of Job Holders:	
Last Update:	19/12/19
<b>2. JOB PURPOSE</b>	
To provide pharmacy services of the agreed standard of pharmaceutical care for the identified patient population, safely, effectively and within the defined limits of responsibility, resources and activity.	
To support the provision of Pharmacy Clinical and Technical Services.	
To provide prescribing and professional advice to medical, nursing and other healthcare staff and contribute to good clinical governance in the use of medicines.	
<b>3. DIMENSIONS</b>	
The post holder is part of a team of Clinical Pharmacists (number of staff varies on individual hospital sites) working as part of a rotational programme.	
Supervisory responsibility for pre-registration pharmacists, technicians and students	

#### 4. ORGANISATIONAL POSITION

[insert as appropriate to area/site in which post based]



#### 5. ROLE OF DEPARTMENT

The aim of the Pharmacy Service is to assure quality of patient care in the provision of treatment with medicines. To this end the objectives are:

- (i) to provide pharmaceutical care to individual patients by meeting their particular needs while maximising efficiency in the use of resources.
- (ii) to provide medicines through systems of quality control which ensure safe, effective and economic use.

The Pharmacy Department has a major role in the teaching and professional development of pharmacists and pharmacy technicians and other healthcare staff.

The Pharmacy Department participates in and supports the division's clinical effectiveness programme through participation in clinical audit and research and development.

## 6. KEY RESULT AREAS

### Clinical

1. To undertake clinical pharmacy activities, contributing to individual patient care 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.
  
2. To undertake technical pharmacy activities to support supply of medication to individual patients within the appropriate legal frameworks e.g.
  - *Dispensing services*: - Undertake accuracy and professional checking of prescription requests both for inpatients and outpatients. Apply risk management process to dispensing activity, including the identification and solving of problems in the dispensing process. Be aware of and understand issues concerning the use of Patient's Own Drugs. Demonstrate knowledge of the requirements surrounding supply of clinical trials. Counsel outpatients on the safe and effective use of their medicines.
  - *Aseptic services*: - Demonstrate effective accuracy, professional, final checking and release of aseptic products. Apply risk management process to dispensing activity, including the identification and solving of problems in the aseptic dispensing process. Demonstrate the application of knowledge to environmental monitoring. Know and understand the principles of formulation and stability. Accredited to the Pharmacy intrathecal register for professional checking, preparation and release of intrathecal cytotoxic agents.
  - *Medicines Information services*:- Make effective use of information technology (e.g. data-bases), and information storage systems. Establish and understand medicines information queries, any surrounding issues and the needs and priorities of the enquirer. Plan and record a logical approach to problem solving using a search strategy appropriate to the task. Identify relevant information and disregard irrelevant information in a systematic way using impartial critical appraisal skills. Be aware of legal and ethical issues affecting the practice of Medicines Information.
  - *Radiopharmacy services*:- Demonstrate effective accuracy, in-process and final checking and release of radiopharmaceuticals. Apply risk management process to dispensing activity, with a particular focus on radiation protection. Demonstrate the application of knowledge to environmental monitoring, including the principles of radiation detection and exposure. Know and apply the principles of quality assurance in the manufacture of radiopharmaceuticals.
  
3. To undertake all clinical and technical activities within the Quality Standard Framework and contribute to the review of policy and procedures within the relevant service area.

### **Resource Management**

1. To contribute to the monitoring of medicine use and formulary management within a designated area including adherence to local prescribing policies and medicines governance framework, providing financial information on drug expenditure to the relevant managers and promote economic use of medicines.
2. To assist in introduction of new medicines into NHS Lothian by participating in the agreed medicines governance processes *e.g. Unlicensed Medicine policy, Non-Formulary policy.*
3. To undertake effective medicines management, conducting regular ward stock list reviews, 3 monthly controlled drug checks and promoting the use of patients' own drugs, where appropriate.

### **Education and Research**

1. To undertake and support research and audit within clinical and technical services.
2. To contribute to the education and training of healthcare staff and students, including delivery of workshops / teaching sessions.
3. To undertake continuing professional development to identify and address learning needs.

### **7a. EQUIPMENT AND MACHINERY**

The following are examples of equipment which will be used when undertaking the role.

PC, telephone, fax, pager, 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)

**Note:** New systems may be introduced as the organisation and technology develops, however training will be provided.

<p><b>8. ASSIGNMENT AND REVIEW OF WORK</b></p> <p>The section manager, or senior pharmacist assigns work on a daily basis. Once assigned the post holder will plan, organise and prioritise own daily workload according to the unpredictable and varying demand.</p> <p>Accountable for own professional actions guided by local policies and procedures, and professional code of practice.</p> <p>The post-holder is responsible for the effective use of his/her own time and for the provision of pharmaceutical care to specific patient groups dependent on hospital site.</p> <p>Each post-holder has a stage II tutor to support their development and is line-managed by the relevant Pharmacist line manager, within each sector of the rotation. The vocational tutor reviews performance and agrees development plan activities in accordance with the principles of the NHS Knowledge and Skills Framework (KSF) using the assigned post outline.</p>
<p><b>9. DECISIONS AND JUDGEMENTS</b></p> <p>Interprets and analyses information about medicines and individual patients to advise on and promote the safe and effective use of medicines.</p> <p>Uses financial data and critical appraisal skills to promote the use of evidence-based therapies.</p>
<p><b>10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB</b></p> <p>Delivering the service within limited resources, and to effectively prioritise the workload to meet the needs of the customers (patients/other multi-disciplinary professionals/managers).</p> <p>Ensuring that the delivery of individualised patient care is safe, effective and efficient.</p>
<p><b>11. COMMUNICATIONS AND RELATIONSHIPS</b></p> <p>Liaises and communicates with other pharmacy and non-pharmacy staff 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 and other healthcare professionals as appropriate to ensure continuity of care and resolution of identified pharmaceutical care issues.</p> <p>Communicates with other members of the profession to facilitate both service and professional development, to ensure best possible pharmaceutical care for their patients.</p> <p>Presents research and audit both informally and formally to other pharmacists and multidisciplinary team.</p>
<p><b>12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB</b></p> <p><b>Physical</b></p> <p>Standard keyboard skills.</p> <p>Validated aseptic manipulation skills e.g. manipulate needles syringes and transfer devices to reconstitute and measure doses of aseptically prepared medicines.</p> <p>Light physical effort when undertaking pharmacy duties.</p>

**Mental**

Requires a high level of concentration to check, dispense and prepare medicines accurately, to meet deadlines, and subject to interruptions.

**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.

**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.

Membership of the General Pharmaceutical Council of Great Britain

Completion of the Scottish Hospital Pharmacists' Vocational Training Scheme Stage 2 training programme within 18 -24 months

**Skills and Experience**

Good interpersonal skills

Good ability to communicate (verbally, written and formal presentations)

Good numeracy skills

General computer skills

**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:

Date:

Head of Department Signature:

Date: