# NHS FORTH VALLEY



# JOB DESCRIPTION

### JOB DETAILS

**Job Title Bank Pharmacist Band 6**

**Department(s) Pharmacy**

##### Job Holder Reference:

**No of Job Holders NA**

### JOB PURPOSE

* To deliver, develop and evaluate clinical pharmacy services to a defined group of patients under the direction of the senior pharmacist.
* To provide patient focused quality pharmaceutical care and to ensure an efficient and timely supply of pharmaceutical advice and medication.
* You will be expected to participate in out of hours work, eg shift work, weekends, on call and public holiday rotas.
* The postholder will work within their legislative and professional framework without supervision.
* To undertake post registration professional training (Scottish Hospital Pharmacists’ Vocational Training Scheme Stage II) as a component of mandatory Continuing Professional Development.
* The post is rotational with time spent in the dispensary, medicines information, aseptic & cytotoxic services and providing ward/clinic based pharmaceutical care.
1. **ORGANISATIONAL POSITION**

See Appendix 1

Role of department

To contribute to the well being of society through the provision of medicines and pharmaceutical services within systems which optimise benefit and minimise risk.

1. **DIMENSIONS**

**Responsibility**

* To deliver pharmaceutical care to 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 as possible 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 determined by senior pharmacist/team leader

Staffing

* The job holder is a member of a team of hospital pharmacists.
* To act as mentor to, supervise and evaluate student pharmacists and technicians within the pharmacy team.
* To deputise for the senior pharmacist as required.
* Budget
* Provides information on appropriate formulary choices and formulary adherence within designated area.

**5. KEY DUTIES/RESPONSIBILITIES**

**5.1 Dispensary (Ethical & Aseptic)**

* 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 healthcare professionals.
* To participate in and supervise the dispensing and checking of extemporaneous and aseptically 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, Duthie report, 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, extemporaneous and aseptic dispensing, including cytotoxics.
* To act as authorised pharmacist in aseptic as required.
* 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 out-patients and their carers.

**5.2 Clinical 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 review and analyse drug charts/prescriptions and ensure that prescribing is appropriate for specific patients.
* To 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.
* To liase with primary care health professionals in order to obtain and provide information regarding medication histories and compliance assessment to ensure a seamless admission and discharge process.
* To actively participate in consultant ward rounds and multidisciplinary team meetings where need identified and appropriate for individual.
* To undertake complex calculations on a daily basis e.g. estimating patients parenteral nutrition requirements, predicting drug levels and recommending therapeutic drug monitoring.
* To 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 under the direction of a senior clinical pharmacist.
* To give advice to medical, nursing and other healthcare staff on all aspects of medicines and medicine administration.
* To develop treatment protocols and guidelines for individuals/groups of patients under the direction of a senior clinical pharmacist.

**5.3 Medicines Information**

**The following duties will be under the supervision of a senior pharmacist.**

* To provide medicines information services under the direction of the senior pharmacist in response to enquiries from healthcare professionals in NHS Forth Valley including GP’s, Community Pharmacists, members of the public and other external bodies as required in accordance with the United Kingdom Medicines Information Manual and Forth Valley Medicines Resource Centre Service Specification including drug and therapeutics committee submissions, drug anomaly and formulary management.
* To participate in the medicines enquiry answering service by the provision of accurate, evaluated and impartial up to date and helpful information & advice about medicines to ensure safe, clinically effective and cost efficient use of medicines in patients.
* To critically evaluate literature on new products for drug proformas for the Drug & Therapeutics Committee through review of Scottish Medicines Consortium information and locally produced new drug assessments.
* To participate in the daily maintenance and development of paper and electronic systems for the collection, storage retrieval and dissemination of information.
* To maintain standards of service as part of the national medicines information network as per UKMI manual (latest edition)
* To review patient group directions in relation to legal/clinical content.
* To participate in the National Parenteral therapy monographs updates.
* To participate in the necessary work required by NHS24 through the Association of Scottish Medicines Information pharmacists.
* To undertake completion of the UK Medicines Information Training Workbook

**5.4 Education, Training & Research**

* There is a requirement to identify, develop and provide frequent education sessions on medicines use for junior healthcare professionals and evaluate training provided under the direction of a senior pharmacist.
* To audit other members of the Multi-disciplinary team in areas relating to medicine use and advise accordingly.
* Actively provide patient education, written or verbal on a daily basis.
* To identify and record own training needs 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 undertake research and audit within own area of clinical practice.
* To undertake 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
* To participate in, record evidence and complete Scottish Hospital Pharmacists’ Vocational Training Scheme Stage II.

**5.5 Professional**

* Use 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 General Pharmaceutical Council’s Standards for Conduct, Ethics and Performance.
* 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 Duthie Report, Forth Valley code of Practice, 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.

#### 6. 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. ASCribe® dispensary systems, computerised stock control and medicines management system, aseptic and cancer chemotherapy labelling and worksheets generation systems.
* To able to utilise appropriate Forth Valley operating division systems e.g. SCI store, laboratory result 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 accreditation as an ISO auditor if required.
* ensure procedures are available, maintained and followed within specialist area.
* be able to 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.
* Formulate oral and injectable medicinal products including cytotoxic chemotherapy using a range of sterile/non-sterile equipment including syringes, needles, laminar air flow cabinets, isolators, precision balances once designated as an authorised pharmacist.

## ASSIGNMENT AND REVIEW OF WORK

* To be accountable for own professional actions and outcomes: guided by legislation, national and local protocols, local formulary, senior pharmacists and lead clinicians.
* Responsible for the management of own time and workload and have an ability to deal with routine enquiries using a degree of initiative. Non-routine enquiries to be referred to senior members of the team.
* Agrees personal objectives on an annual basis with clinical pharmacist/senior pharmacist/ team leader/multi disciplinary team in line with departmental objectives.
* Weekly contact with trainer and monthly contact with stage II tutor.
* Fortnightly review of job performance and objectives with line manager.
* Review of individual performance is carried out by the senior pharmacist in accordance with the requirements for eKSF.
* Work assigned on a daily basis by senior pharmacist/team leader
1. **COMMUNICATIONS AND WORKING RELATIONSHIPS**
* To communicate effectively and proactively with pharmacy, medical, nursing, primary care staff and other members of the multidisciplinary team to provide routine pharmaceutical advice and information.
* To use judgement and knowledge to:
* Provide patients and carers with information in a format that is easily understood to promote concordance with medication.
* Discuss with senior medical staff information relating to medicines to reach consensus on an individual 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.
1. **DEMANDS OF THE JOB**

**9a PHYSICAL DEMANDS OF THE JOB**

* Daily risk of exposure to hazardous chemicals/substances e.g. cytotoxic chemotherapy, mercury, medical gases.
* 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.
* Working at computers for long periods of time.
* Driving licence and requirement for out of hours driving.
* To have highly developed and accurate skills in the manipulation of intravenous and cytotoxic medicines, including their aseptic preparation.
* Requirement to concentrate in environments not conducive for concentration for long periods.

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

* To understand and appreciate the significant risks of handling all classes of medicines including, for example cytotoxic chemotherapy and medical gases and differing routes of administration e.g. intrathecal route.
* 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 and weight.
* 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.
* 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, therapeutic drug monitoring calculations, total parenteral nutrition requests, cytotoxic chemotherapy calculations.
* To challenge the decisions of practitioners from other professions when the pharmacist’s professional judgement requires it after discussion with senior colleagues.
* Working in a highly emotional environment, directly in contact with patients who are angry or upset and may have just received bad news.
* Working to tight timescales to ensure continuity of care.
* Lone working is required frequently as part of emergency duty commitment (ranges from 1 week in 8 to 1 week in 12). This is often associated with high pressure workload including medical emergencies.

* 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 & TrainingLevel of education, professional qualifications, training and learning programmes/courses. | Masters of Pharmacy Degree or equivalentSuccessful completion of pre-registration experience and examMember of General Pharmaceutical CouncilCommitment to CPD as per directions of General Pharmaceutical Council  |  |
| ExperienceLength and type of experience, level at which experience gained. | One year pre-registration in hospital, community or joint hospital/industry practice.Experience in patient information/education | Undergraduate/postgraduate experience in hospital practice |
| KnowledgeDepth and extent of knowledge. | Demonstrate good pharmaceutical knowledge  |  |
| Skills/AbilitiesRange and level of skillsi.e. communication (oral, written, presentation),planning/organisation,numeracy, leadership etc. | Able to work under their own initiative and as part of a team. Good verbal and written communication skillsSelf motivationGood interpersonal skillsDemonstrate customer awareness/focus. Good numeracy skills |  |
| Specific Job RequirementsEnvironmental conditions, unsociable hours, car driver etc. | Weekends and public holidaysParticipation in pharmacy emergency duty serviceWillingness to contribute to the general working of the pharmacy department.  | Car Driver (may be essential depending on post) |

**11. JOB DESCRIPTION AGREEMENT**

**Job Holder’s Signature:**

**Date:**

**Head of Department Signature:**

**Date:**

**NHS FORTH VALLEY**

Terms and Conditions: The terms and conditions of service are those laid down by the **Agenda for Change Handbook**.

Salary Scale: Band 6, £31,800 - £39,169 per annum (pro rata for part-time)

Staff taking up a new appointment with NHS Forth Valley will normally enter the scale at the minimum of the pay band/range. Any appointments above the lowest point of the pay band/range will be subject to verification of previous NHS service, or experience outside the NHS, which is given in recognition of relevant complete years of experience.

Hours: Full-time 37.5 hours per week and part-time opportunities available.

 Employees may be required to vary the pattern of their working week subject to the exigencies of the service.

H.C.S.W Mandatory Your performance must comply with the “Mandatory

Induction standards Induction Standards for Healthcare Support Workers

(if applicable) in Scotland” 2009; and with the Code of Conduct for Healthcare Support Workers, both as amended from time to time. These documents can be found at www.workinginhealth.com/standards/healthcaresupportworkers

Duration: Permanent

Annual Leave: 27 days rising to 29 days after 5 years service and to 33 days after 10 years service plus 8 public holidays (pro rata).

 or

 202.5 hours rising to 217.5 hours after 5 years service and to 247.5 hours after 10 years service plus 60 hours public holiday (pro-rata).

Superannuation: The post is superannuable under the Scottish Public Pensions Agency Scheme and your remuneration will be subject to deduction unless you choose to opt out of the scheme.

Right to Work in the UK NHS Forth Valley has an obligation to ensure it does not employ any worker who has not been granted the relevant permission to work in the UK. This permission is without exception granted by the UK Border Agency. We are required to check the entitlement to work in the UK for all prospective employees, regardless of nationality or job category.

Medical Examination: No appointment can be confirmed until a satisfactory medical examination has been undergone.

Protecting Vulnerable From 28th February 2011 the Scottish Government

Groups Scheme introduced a new membership scheme to replace and

(if applicable) improve upon the current disclosure arrangements for people who work with vulnerable groups. If the duties of this post involve regulated work with children and young people and/or protected adults, the successful candidate will be required to be a member of the PVG Scheme and consent to NHS Forth Valley obtaining a Scheme Record or a Scheme Record Update if they are already a member of the Scheme. More information on the PVG Scheme can be found at www.disclosurescotland.co.uk

Police Act If the duties of this post require the declaration and

Disclosure Check:validation of criminal convictions, the successful

(if applicable) candidate will be required to complete a standard or enhanced Police Act Disclosure Scotland check prior to any offer of appointment being made. In the event of employment, any failure to disclose such convictions could result in the withdrawal of any offer, disciplinary action or dismissal by NHS Forth Valley.

Secondments Employees of NHS Forth Valley who are interested in

(if applicable) pursuing a secondment opportunity should initially discuss the implications of this with their immediate line manager in order to gain their support. Please refer to the secondment policy of the NHS Forth Valley intranet for more information.

NHS Knowledge and The NHS Knowledge and Skills Framework (KSF)

Skills Framework defines and also describes the knowledge and skills that NHS employees need to apply in their work in order to deliver quality services. It provides a single, consistent, and comprehensive framework on which to base review and development for all employees.

 KSF will apply to all NHS employees except doctors, dentists and senior and executive level managers. The purpose of the KSF is:

* To support the effective learning and development of all staff, providing the resources to do so.
* To support the development of individuals in the post to which they are employed, so that they are effective at work and are clear about what is required of them.
* To promote equality and diversity.

Confidentiality: In the course of your duties you may have access to confidential information concerning patients or staff. Unauthorized disclosure or removal of information may lead to consideration of disciplinary action.

Equality in Employment: NHS Forth Valley fully supports the principle of equality in employment and opposes all forms of unlawful and / or unfair discrimination which cannot be shown to be justified. NHS Forth Valley is committed to ensuring equality of treatment for both present and potential employees.

Tobacco Policy: It is the policy of NHS Forth Valley to discourage the habit of smoking within the organization and to provide a smoke free environment.

The NHS Forth Valley policy is to establish no smoking as the norm and smoking is not permitted anywhere within NHS Forth Valley premises including residences and grounds.

The Occupational Health Service will assist members of staff who wish to stop smoking by providing or facilitating the following services:

* + - * + Information on smoking and ways to stop
				+ Personal support
				+ Health Education materials and helpline numbers
				+ Nicotine replacement therapy
				+ Smoking Cessation support

Copies of the Tobacco Policy are available from HR Advisors or via the NHS Forth Valley Intranet.

Health & Safety: All employees have a responsibility for their own health & safety and the health & safety of others who may be affected by what they do. Employees also have a duty to co-operate with their employer by following NHS Forth Valley policies and procedures and safe systems of work; by using equipment safely and by bringing any shortcomings in health and safety arrangements to the attention of their employer. Where something is provided in the interests of health & safety employees must not interfere or misuse it. All employees have a legal responsibility to report any shortcomings in terms of this in their area. Managers and supervisors have a responsibility for monitoring health & safety arrangements and ensuring staff are following policies and procedures and safe systems of work.

Partnership Agreement: Contributing to the development of partnership working by: supporting NHS Forth Valley in delivering its goals and objectives; supporting continuous improvement in own performance and the performance of the department, directorate and NHS Forth Valley; attending training, development and other activities aimed at improving own skills and for the benefit of the organisation and patient care.

Parking Permits: Please note that taking up an offer of employment at Forth Valley Royal Hospital does not automatically trigger the issuing of a staff parking permit.

Limited staff parking permits are available for Forth Valley Royal Hospital. Staff need to apply for these and a link to the application is below:

http://nhsforthvalley.com/wp-content/uploads/2014/02/FVRH-Car-Parking-Application.pdf

Applications will be scored and placed at the appropriate level on the waiting list. As it is likely that it will take some considerable time for a parking permit to be issued to you, you should look to alternative transport, such as public transport and information on this can be found at:-

http://www.travelinescotland.com/welcome.do

Completed application forms should be returned to:

**Email –** **FV-UHB.Recruitment@nhs.net**

**Or**

**Post-**

**Recruitment Services**

**NHS Forth Valley**

**Administration Offices**

**Falkirk Community Hospital**

**Westburn Avenue**

**Falkirk**

**FK1 5SU**

**Postal Applications**

**If you post your application form, please ensure that the correct amount of postage is paid, as this may result in a delay in your application reaching us and we will be unable to progress your application if it is received after the closing date.  Postage costs can be obtained from the Post Office or visiting** **http://www.royalmail.com/price-finder**

**Please note there are no reception facilities at Falkirk Community Hospital.**

**Closing Date:**

**Ref No:**

**Please note, if we have not contacted you within 6 weeks of the post closing, please assume your application has been unsuccessful on this occasion.**