

**Senior Clinical Pharmacist – Paediatrics  
JOB DESCRIPTION**

<b>Job Title:</b>	<b>Senior Clinical Pharmacist – Paediatrics</b>
<b>AfC Band:</b>	<b>8a</b>
<b>Directorate/Service:</b>	<b>Pharmacy</b>
<b>Accountable To:</b>	<b>Director of Pharmacy through Head of Pharmacy,Royal Oldham Hospital</b>
<b>Responsible To:</b>	<b>Principal Pharmacist – Clinical Services</b>
<b>Base Location:</b>	<b>Pharmacy Department,Royal Oldham Hospital</b>
<b>On-Call Requirement:</b>	<b>Yes - weekday nights and weekend evenings on a rotational basis.</b>
<b>AfC Job Code:</b>	

**Values**

Three values are at the heart of our organisation: **Care, Appreciate** and **Inspire**.

Our values and behaviours define what is important to us as we work alongside each other and with our patients and service users. They also shape what it feels like to work at the NCA and will be central to your development and performance conversations. Together, we will create a culture where care, appreciation and inspiration thrive.

**Structure Chart**



### Job Summary

- The post holder is responsible for the development, delivery and evaluation of clinical pharmacy services to Paediatric services at ROH.
- They will provide a high quality clinical pharmacy service which meets the needs of patients and healthcare professionals within and associated with the Trust.
- They will develop and implement medicine management systems concerned with Paediatric services at ROH.
- The post holder will provide a specialist clinical pharmacy service to Paediatric services.
- They will act as a role model in the paediatric pharmacy field and undertake clinical supervision of pharmacy staff and teaching of nursing and medical staff.
- The post holder is professionally accountable for any pharmacy function for which they assume responsibility.

### Key Role and Responsibilities

#### 1. Specialist Clinical Services

- 1.1 Provides a highly specialist clinical pharmacy service to paediatric patients at ROH. Provides, develops and evaluates pharmaceutical care to acutely ill patients on the paediatric wards. Covers other wards in the absence of colleagues.
- 1.2 Participates in initiatives to promote an effective, proactive discharge medicine management system at Royal Oldham Hospital to Paediatric services.
- 1.3 Provides a point of contact for medical staff within the paediatric setting for advice on pharmaceutical issues.
- 1.4 Provides pharmaceutical input into teams by attending consultant ward rounds, patient consultations and multidisciplinary team (MDT) meetings in order to influence prescribing practice within Paediatric services.
- 1.5 Guides and advises medical staff and nursing staff in the choice of therapy, supportive therapy, safe prescribing, suitable methods of administration and formulation of drugs.
- 1.6 Provides and interprets highly specialist pharmaceutical information, in an area where potentially little or no information is available, to consultants, other medical and nursing staff and patients.
- 1.7 Reviews and assists in the development of specialist drug therapy guidelines relating to the areas of paediatrics. These may impact on other disciplines.
- 1.8 Assists in developing shared care guidelines and through liaison with appropriate healthcare professions ensures that these are communicated efficiently and effectively across the secondary / primary care interface.

- 1.9 Provides a point of contact for medical and nursing staff within Paediatric services for advice on pharmaceutical issues.
- 1.10 Qualified Pharmacist prescriber registered with the GPhC.
- 1.11 Acts as a pharmacist prescriber to initiate, review and monitor patients treatment working within the boundaries of a Trust Approved Scope of Practice
- 1.12 Participates in a training programme for pharmacists transcribing discharge prescriptions.
- 1.13 Writes discharge prescriptions in accordance with local procedures and following appropriate training and assessment of competence.
- 1.14 Liaises with doctors, nurses and pharmacists to ensure that patients receive high quality pharmaceutical care as inpatients and at the time of discharge.
- 1.15 Reviews the use of medicine compliance aids by patients and/or carers at and around the time of discharge.
- 1.16 Co-ordinates with technical staff with regard to the provision of an efficient medicine supply and discharge prescription-processing service to wards at Royal Oldham Hospital.
- 1.17 Participates in all areas of clinical pharmacy practice and provides advice to ensure safe and cost-effective prescribing and drug expenditure control.
- 1.18 Undertakes drug history taking where possible of patients admitted to hospital to ensure continuity of their medication and record relevant information in order to facilitate the discharge process. This involves communication with the patient, their GP and hospital medical staff and reference to the patient's notes in order to obtain accurate details of medication, allergies and other relevant clinical information. It may also involve checking of the patient's own medication and assessing it's suitability for use.
- 1.19 Monitors in-patient and discharge prescriptions for clinical accuracy and cost effective prescribing.
- 1.20 Assesses the patient's response to therapy, interpret blood results and depending on their clinical parameters either adjusts drug doses in accordance with local procedures or advises the clinicians accordingly.
- 1.21 Advises on therapeutic drug monitoring as appropriate to ensure patients receive optimum and effective treatment from medication regimes with a narrow therapeutic index.
- 1.22 Monitors and reports Adverse Drug Reactions that patients experience as a result of their medication in line with national guidance.
- 1.23 Records clinical interventions and activities in line with local policy.
- 1.24 Participates in specialist inpatient and outpatient clinical pharmacy services in accordance with local provision.
- 1.25 Uses inter personal skills to develop and maintain relationships with patients and colleagues including counseling patients and carers to ensure they gain maximum benefit from their medicines and educating them in regarding the use of equipment for the administration of medicines. This includes communication with nursing and residential home

staff.

- 1.26 Supervises the activity of supporting pharmacists, pre-registration graduates and technical staff, assuming responsibility for their training / tuition, ensuring that they are aware of the key issues in medicines management within Paediatric services.
- 1.27 Participates in the teaching of specific patient groups about their medication.
- 1.28 Assists the Pharmacy Clinical Trials Team in the review and maintenance of the pharmacy aspect of clinical trials pertinent to Paediatrics on the ROH site.

## **2. Medicines Management**

- 2.1 Assists senior pharmacists to identify, report and present key prescribing issues, variations from the norm, budget pressures and exceptions to protocol compliance arising from increased drug expenditure within their areas of responsibility.
- 2.2 Assists senior pharmacists to identify through horizon scanning, medicine developments within Paediatric services which may impact on the Trusts' financial framework.
- 2.3 Develops initiatives to address identified prescribing issues and promote cost effective prescribing and drug expenditure control within their areas of responsibility.
- 2.4 Promotes adherence to the hospital formulary, treatment guidelines and protocols.
- 2.5 Assists in drug utilisation and expenditure reviews and clinical audit activities.
- 2.6 Initiates investigations into problems arising from the use of pharmaceutical products\* and assists in the identification, development and monitoring of new methods of service delivery within their areas of responsibility.
- 2.7 Ensures the appropriate implementation of national guidance relevant to Paediatrics.
- 2.8 Assists in the development of prescribing protocols and guidelines for paediatric wards, departments and theatres
- 2.9 Assists electronic prescribing system administrators in configuration issues related to Paediatrics.
- 2.10 Acts as the pharmacy representative on groups discussing issues relating to the post holder's specialty.
- 2.11 Provides evaluated information for the Women's and Children's Division Drugs and Therapeutics Committee as requested and attends the meetings as a specialist representative.
- 2.12 Develops discharge pathways in conjunction with the Principal Pharmacist - Clinical Services and Paediatric services to facilitate discharge of inpatients.
- 2.13 Develops, implements and monitors patient group directions relevant to Paediatrics

2.14 Supports the Principal Pharmacist- Clinical Services in identifying medication risks within Paediatric services exploring ways of minimising risks.

2.15 Ensures the delivery of the clinical governance agenda in relation to medicines used by Paediatric services.

*(\*Pharmaceutical products include all types and forms of medicines, ingredients, dressings and other similar items)*

### **3. Dispensary**

3.1 Participates in dispensing services including the clinical and final accuracy checking of prescriptions / orders for inpatients, outpatients, patients being discharged and mental health patients on leave in accordance with local standards, policies and safe systems of work.

3.2 Supervises work carried out by other pharmaceutical staff as required ensuring compliance with agreed standards.

3.3 Counsels outpatients to ensure that they gain maximum benefit from their medicines.

### **4. Medicines Information**

4.1 Provides evaluated information on all aspects of the use of pharmaceutical products as requested by medical & nursing staff and other health professionals.

4.2 Provides information and advice to patients on all aspects of their medication.

4.3 Provides information and advice to healthcare professionals on the manipulations for preparation of intravenous products.

4.4 Undertakes critical appraisal and evaluation of literature relating to the use of pharmaceutical products.

### **5. Education and Training**

5.1 Participates in in-service training and continuing education programmes within the department and Trust including the induction training of junior medical staff.

5.2 Keeps abreast of current pharmaceutical practice and knowledge, attending meetings, courses or conferences as necessary, for Continuing Professional Development in accordance with national guidelines from the General Pharmaceutical Council.

5.3 Assists in the training of pharmacists, pre-registration pharmacy students, undergraduate pharmacy students, student pharmacy technicians and pharmacy technicians and other healthcare professionals.

5.4 Participates in the training of hospital staff in pharmacy-related topics as necessary.

5.5 Acts as a tutor to pharmacists undertaking clinical diplomas and/or to pre-registration

trainee pharmacists undergoing their training placement.

5.6 After appropriate training, undertakes appraisals of clinical pharmacists to produce personal development plans.

5.7 Promotes the safe and effective use of drugs through provision of education, audit and other clinical information to the multidisciplinary team within Paediatrics. This will include monitoring of Trust policies relating to prescribing and administration of the Trusts' formularies and compliance with local and national guidance.

**6. General Duties**

6.1 Maintains a high standard of work and promotes the professional image of Pharmacy within and outside the department.

6.2 Participates in the recruitment and selection of staff.

6.3 Ensures that safe working systems are in operation in accordance with Trust and departmental procedures.

6.4 Ensures that all legal requirements relating to the prescribing, dispensing and storage of pharmaceutical products in the Trust are met and are in accordance with criteria set out under COSHH regulations.

6.6 Takes responsibility for ensuring that the Controlled Drug stocks on their designated wards are checked every 3 months.

6.7 Participates in weekend, bank holiday and late working rotas or other flexible working rotas.

6.8 Participates in the provision of Emergency Duty Commitment in accordance with local procedures. This involves the provision of advice and information relating to the treatment of patients and the supply of urgently required pharmaceutical products outside of normal working hours. This may require arranging supply of pharmaceutical products from other hospitals or wholesalers. Takes appropriate action following receipt of Drug Alerts outside of normal working hours in accordance with local procedure.

6.9 Holds a set of keys for the pharmacy department with associated responsibility for the security of drugs and equipment.

6.10 Provides safe and secure transport of medicines to and from the wards as necessary.

6.11 Undertakes manual handling up to maximum of 15Kg per item on an occasional basis.

6.12 Represents the pharmacy department at relevant meetings both on and off site.

## PERSON SPECIFICATION

<b>Job Title:</b>	<b>Senior Clinical Pharmacist – Paediatrics</b>
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	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Vocational Masters degree in Pharmacy</li> <li>Postgraduate clinical qualification</li> </ul>	<ul style="list-style-type: none"> <li>Non-medical Prescribing qualification</li> </ul>
<b>Professional Registration</b>	<ul style="list-style-type: none"> <li>Member of the General Pharmaceutical Council</li> </ul>	
<b>Knowledge, Training &amp; Experience</b>	<ul style="list-style-type: none"> <li>completed pre-registration training and experience</li> <li>considerable clinical experience within a hospital pharmacy</li> <li>experience of clinical teaching</li> <li>knowledge of the therapeutics of common disease states and developments in medicine</li> <li>advanced clinical knowledge over a broad range of conditions</li> <li>current development sin relevant area of clinical practice</li> <li>knowledge of the laws relating to Pharmacy Practice</li> </ul>	<ul style="list-style-type: none"> <li>Provision of clinical pharmacy service to paediatric wards</li> <li>Knowledge of the role of the pharmacist in medicines management</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>Excellent communication (verbal &amp; written)</li> <li>Decisive</li> <li>Ability to work under pressure</li> <li>Organisational skills</li> <li>Ability to work on own initiative and as part of team</li> <li>Clinical problem-solving skills</li> <li>Negotiating skills</li> <li>Ability to evaluate &amp; reflect on quality of own work &amp; that of others</li> </ul>	<ul style="list-style-type: none"> <li>Keyboard &amp; computer application skills</li> </ul>

## Living our Values

All colleagues are expected to demonstrate the NCA values and underpinning behaviours as you carry out your role.

Values	Behaviours (I will...)
<b>CARE</b>  We listen and treat each other with kindness.	Provide the highest standard of care, with compassion and kindness.
	Communicate clearly, actively listen and be person centred.
	Seek to understand and empathise.
	Collaborate to deliver services that are safe and give confidence in our care.
<b>APPRECIATE</b>  We value and respect each other's contribution.	Recognise and openly acknowledge how we all make a difference.
	Value and respect others and share in celebrating our successes.
	Treat people fairly, notice, champion and positively appreciate diversity.
	Provide constructive feedback to support growth and development.
<b>INSPIRE</b>  We speak up and find ways to be even better.	Have a voice and act with integrity and honesty.
	Make time to learn, share and find new ways of working.
	Be positive, be open to change and empower others.
	Work with my team and other teams to agree and deliver best outcomes.

## Appendix

The below details all the standard Trust requirements which must be incorporated within the role.

<b>Infection Prevention</b>
Employees will adhere to all Trust Infection Control policies and procedures which are relevant to the post and undertake any appropriate mandatory training. All colleagues will ensure that advice is sought from the infection control team as required and appropriate action is taken to minimise cross infection.
<b>Safeguarding</b>
The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment. You will be expected to fulfil your mandatory safeguarding training at the level applicable to this role.
<b>Health and Safety</b>
Employees must act in accordance with the Health & Safety at Work Act 1974, and subsequent legislation, under which they must take reasonable care to avoid injury to themselves and to others who may be affected by their work activities. Employees are required to co-operate with the Trust in meeting statutory requirements. Employees must not intentionally or recklessly interfere with, or misuse anything that is provided in the interest of the health, safety and welfare of colleagues, patients, and the general public.
<b>Confidentiality and Data Protection</b>
Employees are required to uphold the confidentiality of all records held by the Trust, whether patient records or Trust information. Unauthorised disclosure of any confidential information, or that covered by the Data Protection Act may result in disciplinary action.
<b>Equality and Diversity</b>
<p>All colleagues are required to understand the equality and diversity commitments and statutory obligations under the Equality Act 2010. You must act in ways that support Equality, Diversity, and Inclusion (EDI) and recognise the importance of people's rights in accordance with legislation, policies, frameworks, procedures, and good practice.</p> <p>Colleagues must recognise and report any behaviour that undermines equality under Trust policy and further EDI activity by:</p> <ul style="list-style-type: none"> <li>• eliminating discrimination, harassment and victimisation</li> </ul>

- advancing equality of opportunity between people who share a protected characteristic and those who don't
- fostering good relations between people who share a relevant protected characteristic and those who don't
- understanding the impact of policies, services and practice on people with different protected characteristics

**Code of Conduct**

Colleagues that have a national Code of Conduct are expected to adhere to that Code and failure to do so could result in disciplinary action being taken. Colleagues who do not have a regulatory body are expected to conduct themselves in a professional manner and in line with the Trust values and policies at all times.

**Leadership and Development**

We believe our colleagues play a vital role in delivering excellence, and that everyone has the ability to demonstrate leadership and make a difference. As a member of our team, we expect you to live the NCA values: Care, Appreciate and Inspire through your daily habits, to improve outcomes for patients, customers and service users across the system. In return we provide a range of development opportunities that help you to realise your potential and reach your professional best.

As you join us, you are required to attend our Corporate Induction, complete the Trust's mandatory training and participate in the NCA Accelerated Leader Development Programme if you are in a leadership or management role. Your annual My Time appraisal conversation helps to continually review your contribution and ongoing priorities through your Personal Development Plan, informed through a wide choice of development available to you.

**Flexibility**

This job description is not intended to be exhaustive, and it is likely that duties may be altered from time to time, in discussion with the post holder. This role profile is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role with initial and on-going discussions with the designated manager.