

## **PHARMACEUTICAL SERVICES**

### **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Bank Senior Clinical Pharmacist, Rotational</b>
<b>Grade:</b>	<b>Bank Grade 7</b>
<b>Accountable to:</b>	<b>Chief Pharmacist</b>
<b>Managed by:</b>	<b>Deputy Chief Pharmacist</b>
<b>Liases with:</b>	<b>Medical and Nursing staff All Pharmacy staff Pharmacists in Clinical Commissioning Groups All other Health Care Professionals Patients/Carers</b>

### **Role of the Department**

- To provide a co-ordinated pharmaceutical service, which is broad-based, cost effective and efficient.
- To promote safe, legal, rational and economic use of medicines and all allied products to all its clients.

### **Job purpose according to rotation**

To be the Senior Pharmacist for each 6 month rotation, liaising with the Principal pharmacist for that area or with the senior pharmacy management team.

### **General Responsibilities**

1. To further develop managerial skills and expertise by working to objectives agreed with the rotation leads and the Deputy Chief Pharmacist.
2. To liaise closely with the lead pharmacists for each rotation to contribute to the maintenance and development of evidence based treatment guidelines/shared care protocols/patient group directions (PGDs), where appropriate, for the division and contribute to Pharmacy / Trust policies as required.
3. To work in liaison with the pharmacy leads for each area to ensure changes to practice meet required standards and are applied Trust-wide.
4. To deputise for the rotation leads, as necessary.

5. To monitor the service to the rotational area, working with the pharmacy leads for that area to initiate improvements or changes as required.
6. To report and investigate errors, complaints and incidents in line with Trust and departmental procedure.
7. To undertake risk assessments and manage and report risk as required.
8. To produce rotas for dispensary, ward cover and locking up.
9. To undertake dispensing/checking of prescriptions for patients using the Pharmacy and Trust Computer Systems and in accordance with departmental policies and procedures
10. To participate in the ward/clinical pharmacy service to wards to monitor prescriptions.
11. To provide pharmaceutical advice/drug information (on choice of medicines/dosage/side effects etc.) as appropriate, to health care professionals and patients/carers, to promote the safe, effective and economic use of medicines.
12. To provide pharmacist-generated discharge prescriptions liaising closely with the dispensing services team to facilitate the discharge process.
13. To identify potential risks to patients when screening prescriptions and to resolve relevant issues prior to dispensing.
14. To counsel patients/carers regarding their medication.
15. To assist in the setting and measurement of performance indicators of the service provided, including workload data, error rates and service quality information.
16. To contribute to the work required for Commissioning for Quality and Innovation (CQUINs) or similar national initiatives related.
17. To provide pharmacy expertise to the relevant multi-disciplinary team regarding risks associated with the specialist areas covered within the rotation.
18. To liaise with the Trust Non-Medical Prescribing Lead to ensure pharmacy documentation regarding prescribers is kept current and changes to legislation are appropriately actioned.
19. To assist in the development and revision of Patient Group Directions within the Trust ensuring they are appropriately documented, audited and reviewed within required timescales and in accordance with the latest guidance available and providing the necessary specialist pharmacy input.
20. To liaise with the Medicines Information Service in providing timely, evaluated, independent advice as appropriate.
21. To support the introduction of NICE prescribing recommendations into the Trust (where relevant), liaising with clinicians, nursing staff and managers as required.
22. To participate in the audit of prescribing practice with respect to NICE approved and other high priority drugs as identified by the service area/pharmacy department.

23. To ensure seamless transfer of pharmaceutical care for patients liaising with the other acute Trusts, GPs, Community and PCN pharmacists as appropriate.
24. To liaise with the Principal Pharmacist Formulary and Medicines Management to identify and address prescribing issues across the interface.
25. To ensure appropriate and effective use of the local formulary and prescribing policies as necessary.
26. To participate in the education and training programme for pharmacy, nursing and medical staff and all other health care professionals as required.
27. To provide clinical tutor support, as required, for pharmacists studying for certificates and diplomas, pre-registration pharmacists and pre-registration trainee pharmacy technicians.
28. To participate in the recruitment of pharmacists/pharmacy staff.
29. To initiate and participate in practice research, quality initiatives and clinical audit projects, publishing in journals as appropriate following agreement with the Deputy Chief Pharmacist, Clinical Services.

### **Examples of rotation specific responsibilities**

#### **Paediatric and Dispensary**

30. To participate in the POSCU meetings for the Epsom site, liaising with the Principal Pharmacist for Women and Children's Health regarding the treatment of this cohort of patients.
31. To co-ordinate the day to day organisation of the dispensaries in liaison with the Principal Technician, managing staff and rotas and providing feedback to individuals as necessary.
32. To co-ordinate the 3 monthly ward Controlled Drugs checks compiling reports and action plans as required.

#### **South West London Elective Orthopaedic Centre**

33. To attend daily multidisciplinary ward-rounds and meetings as required by the SWLEOC.
34. To participate in work with pre-assessment clinics for the SWLEOC.

#### **Cancer services**

35. To support the introduction of a clinical pharmacy service to the haematology day units and out-patient clinics, including patient counselling and medicines optimisation initiatives.
36. To provide, if requested, monthly financial reports on drug expenditure and disseminate within the division with accompanying monitoring and analysis of trends and prescribing practice.
37. To ensure appropriate clinical screening is undertaken and final check completed for all chemotherapy medication ordered and dispensed by the cancer services or dispensary teams, providing clinical screening for parenteral chemotherapy to both the Epsom and St Helier sites and for oral chemotherapy for out-patients as required.

38. To co-ordinate the ordering and timely delivery of parenteral chemotherapy /biologic agents in liaison with the Principal Pharmacist, Cancer Services and Principal Technician, Cancer Services, ensuring safe and efficient systems of work at all times.
39. To attend and contribute to the multidisciplinary review meetings for haematology patients on both the Epsom and St Helier sites as required.
40. To assist in the education of pharmacy staff to ensure competence in screening and checking of both oral and parenteral chemotherapy, using both paper and electronic prescribing systems.

### **Critical Care**

41. To develop a clear understanding of the Trusts parenteral nutrition service to be able to deputise for the Principal Pharmacist, Critical Care in the provision of parenteral nutrition services and input into the multidisciplinary nutrition ward rounds as necessary.
42. To act as the link between the Principal Pharmacist, Critical Care and the pharmacy department at Epsom Hospital for any parenteral nutrition required on the Epsom site.

### **General Responsibilities**

#### **The post holder is required to:**

- Work within agreed Trust and departmental policies and procedures and to accepted standards of practice.
- Work in other areas and on other sites in the Trust to cover for service needs.
- Undertake such other duties as may be required from time to time, as are consistent with the responsibilities of the grade.
- Ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity.
- Treat patients and customers with dignity and courtesy.
- Ensure that medicines do not fall into unauthorised hands.
- Have responsibility for the health, safety and welfare for self and others and to comply with the requirements of the Health and Safety regulations, including COSHH.
- Promote Equal Opportunities and to comply with the requirements of the legislation and the Trust's policies.
- Attend such training courses and meetings as are necessary for the efficient performance of the post holder's duties.
- Participate in Continuing Professional Development (CPD), maintaining own CPD portfolio.
- Participate in the Trust's appraisal system.
- Comply with the requirements of the Data Protection Act.
- Comply with the Trust's No Smoking Policy.
- Comply with Duty of Candour principles.

This job description is a reflection of the current position and may change in emphasis or detail in the light of subsequent service development.

## PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>QUALIFICATIONS / EDUCATION</b>	Pharmacy Degree – MPharm 1 year pre-registration training Professional registration with GPhC* Diploma in Clinical Pharmacy or equivalent	MSc in Clinical Pharmacy Practice or equivalent. Management training	
<b>EXPERIENCE</b>	Post registration UK hospital experience Demonstrate evidence of excellent clinical knowledge and skills Experience of providing services to a broad variety of patients Medicines Information	Staff management Staff appraisal/assessment	Documentation
<b>SKILLS / ABILITIES</b>	Good organisational skills-self and others. Good time management Excellent communication skills-verbal and written Ability to work under pressure and prioritise work Ability to motivate self and others Problem solving skills Good negotiation skills Ability to implement and manage change. Excellent interpersonal skills Good presentation skills Proven teaching ability Appreciation of audit methods Team player Ability to be a role model for clinical and dispensary pharmacy practice.	Knowledge of CMM, electronic prescribing and dispensing systems. Delivery of pharmaceutical care to a defined speciality Previous experience in delivering education and training Rota management	Application Interview References
<b>GENERAL</b>	Professional Enthusiastic Sets high standards Acts as an excellent ambassador for pharmacy Reliable work record Commitment to CPD Work flexible hours Live within reasonable distance from hospital for on-call Own transport Participate in late duty, weekend and Bank Holiday rotas to provide a 7 day service	Current issues relevant to the rotations Demonstrate initiative Ability to implement and manage change Ability to plan and develop Customer care Good IT skills Project/practice research	Application Interview References

\* GPhC – General Pharmaceutical Council