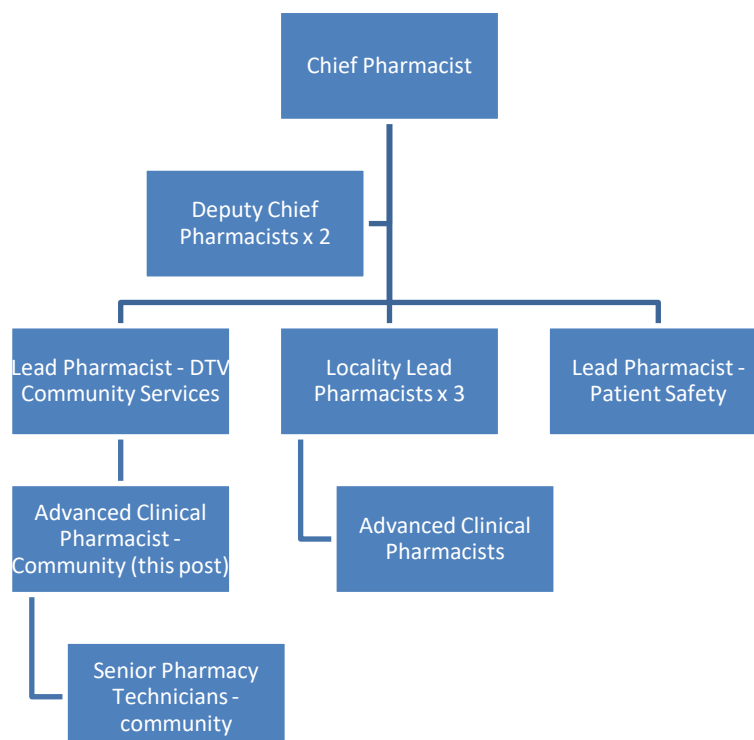


## **JOB DESCRIPTION**

### **Section One**

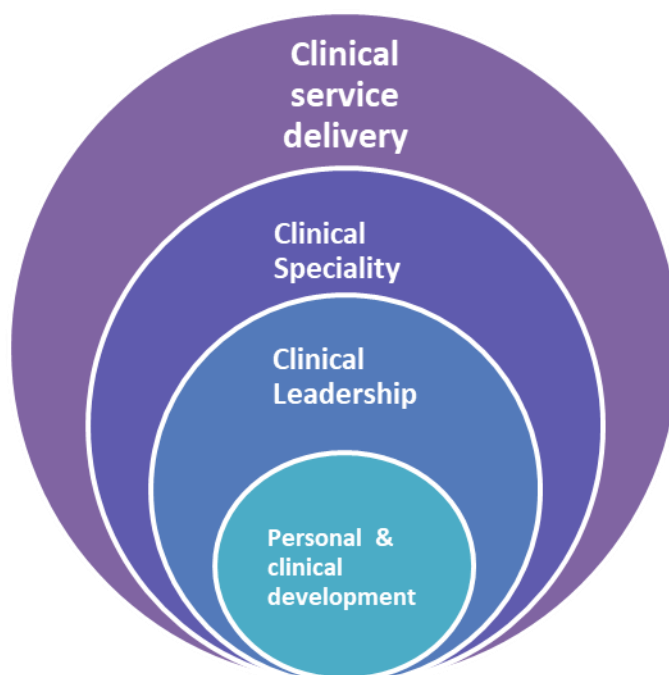
<b>Job Title:</b>	Advanced Clinical Pharmacist – Community Mental Health Services
<b>AFC Band:</b>	8a
<b>Directorate:</b>	Durham Tees Valley
<b>Accountable to:</b>	Chief Pharmacist
<b>Responsible to:</b>	Lead Pharmacist – DTV Community Services
<b>Responsible for:</b>	Senior Pharmacy Technicians – community (band 5) Rotational Pharmacists (Band 6) Specialist Clinical Pharmacists (Band 7)

### **Organisation Chart:**



*Must show, where possible, at least two levels above and two levels below the post holder, plus secretarial staff where applicable.*

**Job Plan:** A job plan will be developed with each post holder to encompass the domains of the role.



Domains of job plan	Day to day clinical service delivery	Clinical Speciality	Clinical Leadership	Personal and clinical development
<b>Job summary / purpose (sections)</b>	2.1, 2.2, 2.3, 2.4	2.1, 2.4, 2.5	2.5, 2.6, 2.7, 2.8	2.4, 2.9, 2.10
<b>Job description main duties and responsibilities (sections)</b>	3.1 clinical / patient contact 3.2 Administrative 3.3 info and It systems 3.4 planning and organisation 3.5 service development 3.7 financial 3.8 physical resources 3.9 R+D, governance 3.10 analysis, judgement, decision making 3.12 communication	3.4, 3.5, 3.7, 3.9, 3.10, 3.12	3.2, 3.3, 3.4, 3.10, 3.11 staff management 3.12	3.2 3.11 training and dev, HR 3.12 4.0 personal responsibilities 5.0 other

## 2.0 Job Summary

- 2.1 To be responsible for a specific aspect of the clinical pharmacy service and take a lead role in medicines optimisation within their designated area.

- 2.2 To work with pharmacy professionals, clinical staff, patients and carers in the provision of a trust wide clinical pharmacy service in all care settings, ensuring high quality patient focused pharmaceutical care
- 2.3 To participate in the development and delivery of the Medicines Hub, to ensure continuity of supply medicines and support patients as they move between episodes of care and care settings.
- 2.4 To use non-medical prescribing skills (if qualified and within scope of practice) to support safe prescribing and administration of medicines.
- 2.5 To support the Deputy Chief Pharmacists and Lead Pharmacists and be involved in pharmacy service developments as needs or opportunities arise.
- 2.6 To provide both clinical and day to day supervision for Senior Pharmacy Technicians, Rotational & Specialist Clinical Pharmacists in addition to other healthcare professionals when required
- 2.7 To provide day to day leadership, working closely with Lead Pharmacist and Lead Pharmacy Technician in their locality, deputising for the Lead Pharmacists as required
- 2.8 To act as a line manager for Senior Pharmacy Technicians - community and/or Foundation / Specialist Pharmacists as appropriate.
- 2.9 To promote at all times a positive image of people with mental health conditions and learning disabilities.
- 2.10 To promote at all times a positive image of the Pharmacy and the wider Trust.

### **3.0 Main Duties and Responsibilities**

#### **3.1 Clinical Responsibilities, Patient Contact**

- 3.1.1 To develop the clinical pharmacy and medicines optimisation service to nationally approved standards, in accordance with the general law and law relating to medicines, professional guidelines, DOH guidelines and Trust policies
- 3.1.2 To deliver the clinical pharmacy and medicines optimisation service to locally agreed service levels and KPI's
- 3.1.3 To advise on prescribing of medicines and review prescriptions to:-
  - Ensure legibility and legality
  - Optimise drug treatments
  - Reduce side effects and adverse drug reactions
  - Ensure optimum administration times and concordance
  - Inform prescribers of doses and uses outside of licence and ensure documentation is completed in line with Trust policy
  - Ensure appropriate monitoring is carried out
  - Ensure minimal polypharmacy and hypnotic use, advising on de-prescribing
  - Ensure appropriate use of trust policies, procedures and guidance .
- 3.1.4 To undertake medication reconciliation and reviews e.g. newly admitted or discharged patients, new referrals to community team; or those with complex medication requirements as highlighted by the community multi-disciplinary team, , to minimise risk of medication errors at the interfaces of care and optimise the use of medicines
- 3.1.5 To attend report outs, huddles or multi-disciplinary team meetings in your designated service area to provide specialist clinical pharmacy knowledge for patients discussed including complex case reviews when appropriate
- 3.1.6 To be responsible for the direct assessment of patients, within designated clinical area, (either on Trust premises or patients place of residence) with regard to their medicines, formulating recommendations with the patient to create co-produced

care plans; in a medicines optimisation clinic, as part of a designated caseload or on an adhoc basis.

- 3.1.7 To support the introduction of medicines management systems and tools to optimise medicines use within designated clinical areas, e.g. related to prescribing and supply of medication by TEWV under shared care arrangements.
- 3.1.8 To use highly specialist skills and knowledge to identify and respond to the information needs of patients, families, carers, professional staff and other relevant agencies on an individual or group basis.
- 3.1.9 To advise on the unlicensed and off-label use of medicines for individual patients within own designated clinical area. This includes assessing the need for and appropriate use of covert administration of drugs, as part of the multidisciplinary team
- 3.1.10 To use highly specialist knowledge to advise medical, nursing and other clinical staff on evidence based prescribing in own specialist area, including most appropriate drug and dose for individual patients.
- 3.1.11 To be actively involved in the pharmacy services for patients on high risk medicines e.g. clozapine
- 3.1.12 To cover inpatient clinical pharmacy services for annual leave, on own and other sites within your locality, under the direction of the Lead Pharmacist / Deputy Chief Pharmacist
- 3.1.13 To work closely with other pharmacy professionals, within the Trust and in the wider integrated care system e.g. acute trusts, primary care (GPs, Primary Care Networks, care homes, community pharmacists) and third sector, regarding medicines optimisation for the patients within your designated clinical area
- 3.1.14 To report and investigate medication incidents making recommendations for, and implementing, changes in practice and procedures following discussions with the Lead Pharmacist
- 3.1.15 To advise on and support the monitoring of medication regarding efficacy and side effects, using rating scales where required. Interpret results (e.g. drug levels and physical parameters such as Urea & Electrolytes (U&E's), Liver Function Tests (LFT's), BP and Pulse) and advise accordingly
- 3.1.16 To use non-medical prescribing skills to support safe prescribing and administration of medicines. This could include prescribing medication at interfaces of care initiating, amending, monitoring and discontinuing treatment.
- 3.1.17 To use non-medical prescribing skills within own specialism to manage an identified caseload of patients alongside NMP mentor
- 3.1.18 To prescribe in line with their agreed scope of practice and Trust policies.
- 3.1.19 To support the work of the Drug & Therapeutics Committee including development and implementation of new policies and guidelines, managing the introduction of new drugs and safe medication practice.
- 3.1.20 To professionally check prescriptions both in clinical area of service delivery and in the dispensary as required by the service
- 3.1.21 To dispense and / or check medication and maintain patient records of medication issued on pharmacy IT system when contributing to pharmacy wide medicines supply service e.g. weekend
- 3.1.22

## **3.2 Administrative Responsibilities**

- 3.2.1 To be accountable for own documentation of clinical pharmacy interventions and outcome data
- 3.2.2 To be accountable for own documentation of clinical pharmacy advice on the electronic clinical record

- 3.2.3 To be accountable for documentation of own medicines reconciliation on the electronic clinical record and that of entries made by other pharmacy professionals under their supervision
- 3.2.4 To undertake general administrative tasks associated with the role

### **3.3 Responsibility for Information & Information Systems**

- 3.3.1 To answer medicines information questions from clinicians and patients/carers/family in own designated clinical area, thereby contributing to the medicine information service and record all own queries on MI databank. Answer complex medicines information enquiries which involves summarising information from the primary clinical literature and review the responses of junior pharmacy staff
- 3.3.2 To support the maintenance of lithium register by notifying team when new patients started on lithium treatment, and use information on the lithium register to ensure appropriate monitoring and action to abnormal test results
- 3.3.3 To lead on the development and implementation of standard processes in locality / specialist area for clozapine and other high risk/critical medicines
- 3.3.4 To support the development and implementation of Electronic Prescribing and Administration Systems, by participating in consultation, training, roll out and ongoing use of a system once it is available in the Trust.
- 3.3.5 Use the trust electronic patient record to record information about medication in line with trust standard processes e.g. medicines reconciliation, GP discharge letters.
- 3.3.6 To be familiar with and utilise the pharmacy dispensing and stock management system to support delivery of the medicines optimisation service

### **3.4 Responsibility for Planning/Organising & Strategic/Business Development**

- 3.4.1 To manage own day to day delivery of clinical pharmacy service, to the agreed framework, seeking advice and support from a senior pharmacy manager when situations arise outside own expertise.
- 3.4.2 To manage a range of complex activities to ensure the day to day delivery of the clinical pharmacy service on site, liaising with the Lead Pharmacy Technician and the Lead Pharmacist for that Locality to create and manage rotas
- 3.4.3 To participate in service planning with regards to medicines optimisation for own designated clinical area, in conjunction with the Lead Pharmacy Technician and the Lead Pharmacist for that locality

### **3.5 Policy Development**

- 3.5.1 To be responsible for implementing the pharmaceutical component of NICE and MHRA guidance and other national initiatives relevant to the needs of patients under the care of the Trust..
- 3.5.2 To comply with the policies of Trust and promote compliance with the Trust's Medicines Overarching Framework
- 3.5.3 To lead on the development of Pharmacy policies which will be implemented both in own specialist area and other specialities in organisation.
- 3.5.4 To be responsible for the interpretation of Trust clinical policies and pathways within own clinical speciality.
- 3.5.5 To support the work of the Drug and Therapeutics Committee including implementation of new policies and guidelines, managing the introduction of new drugs and safe medication practice

- 3.5.6 To provide specialist advice in the development of patient group directions

### **3.6 Service Development, Project Management**

- 3.6.1 To participate in the development and future requirements of the pharmacy service in order to provide a flexible, high quality service.
- 3.6.2 To participate in the Trust's clinical governance and quality improvement programmes.
- 3.6.3 To identify opportunities to improve and develop pharmacy services within own wards or specialism; and work with Senior Pharmacy Managers, ward and medical staff to implement, supporting junior pharmacy professionals

### **3.7 Financial Responsibilities**

- 3.7.1 Personal duty of care to complete time sheets, mileage forms, expense claim sheets etc., accurately and in a timely manner, providing receipts as required.
- 3.7.2 To use specialist knowledge to advise medical, nursing and other clinical staff on evidence based, cost effective prescribing, to minimise drug waste
- 3.7.3 To utilise data from ward dashboard to review prescribing costs in specialist area and advise on cost improvements either at ward or locality level meetings
- 3.7.4 To contribute to medicines related cost improvement initiatives.

### **3.8 Responsibility for Physical Resources, Estates, Hotel Services**

- 3.8.1 To be responsible for maintaining the security of the pharmacy premises ie key holder, alarm codes and equipment provided to undertake the role e.g. mobile phone, laptop
- 3.8.2 When in clinical areas (e.g. wards, community clinic rooms) to be responsible for appropriate security of drug keys, to maintain security of medicines at all times whilst they are in possession of the keys.
- 3.8.3 To be trained as Forensic key holder as required

### **3.9 Research, Audit and Governance**

- 3.9.1 To lead on clinical audits on designated wards and to advise on necessary actions required as a result of these audits
- 3.9.2 To complete and utilise results from Medicines Optimisation assessments to identify potential improvements and present at ward or Locality level meetings. In addition, support Pharmacy Technicians in utilising results of Medicines Management Assessments on designated wards.
- 3.9.3 To take the lead and participate in clinical audits within own specialist area and to advise on necessary actions required as a result of these audits
- 3.9.4 To deputise DCP / Lead Pharmacists at regional meetings e.g. Great North Research Group, Medication Safety Officer network, Great North Clinical Pharmacy Network.
- 3.9.5 To be an active member of pharmacy or specialist audit subgroup as identified within role.
- 3.9.6 To attend locality / directorate governance meetings e.g. Quality Assurance Groups and represent pharmacy by speaking to Medicines Optimisation Reports or directly raise or respond to issues, feeding back to the Pharmacy Leadership Team.



- 3.9.7 To deputise for the Lead Pharmacists at Specialist Development Groups as required.
- 3.9.8 To support Trust Research and Development activities by identifying patients for inclusion in clinical trials, liaising with responsible clinician for a clinical trial, and liaising Trust R+D Advanced Clinical Pharmacist.
- 3.9.10 To undertake Pharmacy Practice Research / Quality Improvement work and publish findings e.g. publication, abstract / conference poster, oral presentation at conference.

### **3.10 Analysis, Judgement and Decision Making**

- 3.10.1 To resolve supply & dispensing problems on a daily basis on designated wards to ensure patients and staff have access to medicines required.
- 3.10.2 To use analytical skills, reasoning and judgement when advising on clinical use of medicine to medical and nursing staff
- 3.10.3 To use calculations to advise on and check prescriptions and administration instructions of medicines to ensure correct and appropriate for the patient.
- 3.10.4 To use specialist mental health knowledge and judgement to respond to enquiries about medicines including critical appraisal of published literature to formulate the answer.

### **3.11 Staff Management, Training and Development, HR**

- 3.11.1 To be responsible for the day-to-day management, supervision, development and training of pharmacy technicians, pre-registration pharmacists and junior clinical pharmacists.
- 3.11.2 To participate in the education and training of staff and students from other professions
- 3.11.3 To undertake continuing professional development (CPD) to ensure continuing high standards of professional practice and participate in the Trust appraisal system.
- 3.11.4 To take a pro-active role in helping the line manager to identify personal development needs, including statutory and mandatory training and CPD for registration, in order to produce a personal development plan.
- 3.11.5 To develop own specialist clinical pharmacy skills and mental health knowledge through the study for a Postgraduate Qualification.
- 3.11.6 To undertake a non-medical prescribing postgraduate qualification, in an area of clinical practice / service need, as identified and supported by the Chief Pharmacist and the service manager and senior clinician.

### **3.12 Communication**

- 3.12.1 Communicates in a way which recognises difference and ensures that people feel included and their individual communication needs are met.
- 3.12.2 To liaise with community health teams, GP's and community pharmacists to provide the necessary support for patients with medication-related problems.
- 3.12.3 To counsel patients and relatives/carers of patients about medicines in a language that the service user and carers can fully understand. Counselling includes how medicines work, side-effects and options for improving compliance with drug therapy.
- 3.12.4 To liaise with other Trust departments and outside agencies as and when required, particularly with regard to changes in practice or standards, to promote conformity.
- 3.12.5 To maintain good working relationships and resolve problems with the pharmacies providing procurement, supply and dispensing services to the Trust.

- 3.12.6 To support the delivery of physical health care for patients with enduring mental illness, through collaborative working with community based teams and primary care.
- 3.12.7 To attend regional and national meetings for Mental Health Pharmacists.
- 3.12.8 To provide support to non-medical prescribers. If a non-medical prescriber themselves participate in group supervision and other activities in line with the Trust policy.

#### **4.0 Personal Responsibilities**

The post holder must:

- 4.1 Comply with the terms of the contract of employment, the Staff Compact and the Trust's Statement of Values and Behaviours.
- 4.2 Be aware of, comply with and keep up to date with all Trust Policies and Procedures and other communications relevant to the role.
- 4.3 Maintain registration with the appropriate professional body where applicable and comply with the relevant code of conduct and standards of professional practice.
- 4.4 Fully participate in management, clinical and professional supervision sessions relevant to the role, as required by the Trust.
- 4.5 Fully participate in annual appraisal and appraisal reviews.
- 4.6 Maintain up to date knowledge and competency in the skills required to perform safely and effectively in the role. Undertake relevant training (including statutory and mandatory training) and be responsible for personal development agreed with the line manager and in line with the requirements of the AFC Knowledge and Skills Framework.

#### **5.0 Other Requirements**

- 5.1 The post holder may be required to undertake duties not specified in the job description, but which are commensurate with the role and/or band as required by service need.
- 5.2 The post holder may be required to work in different locations or pharmacy services as required by service need.
- 5.3 The post holder may be required to work flexible hours as required by service need.
- 5.4 There may be a requirement to change the job description in light of developing service needs.

#### **6.0 Person Specification**

Essential	Desirable
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<b>Qualifications</b>	<p>Masters degree in Pharmacy or equivalent</p> <p>Member of the General Pharmaceutical Council (GPhC)</p> <p>Postgraduate qualification in clinical pharmacy</p> <p>Post graduate qualification in psychiatric pharmacy or willing to work towards</p> <p>Evidence of Continuous Professional Development</p> <p>Postgraduate Pharmacist independent/supplementary prescribing practice certificate or willingness to work towards</p>	<p>Attended Leadership and Management training or have (or studying for) formal Leadership qualification (e.g. NHS LA, CPPE)</p> <p>Associate or Full Credentialed Member of College of Mental Health Pharmacists</p> <p>Completion of CPPE Mental Health module</p>
<b>Experience</b>	<p>Substantial experience of mental health pharmacy and / or clinical experience in a variety of settings,</p>	<p>Supervised or managed others</p> <p>Project management experience</p> <p>Working as a lone pharmacist or pharmacy professional in a team or clinical setting</p>
<b>Knowledge</b>	<p>Confident and articulate communicator both written and verbal</p> <p>Ability to work independently and as a member of a team</p> <p>Understanding of health service issues in primary and secondary care</p> <p>Understanding of the risk issues associated with medicines</p>	<p>Critical appraisal skills</p> <p>To use the Internet to provide useful information and search bibliographic databases</p>
<b>Skills</b>	<p>IT skills</p> <p>Medicines Information skills</p>	
<b>Personal Attributes</b>	<p>Able to work in accordance with the Staff Compact and Trust Values and Behaviours.</p> <p>Committed to continual quality and service improvement.</p>	

	<p>Self-aware and committed to continual professional and personal development. Able to accept and respond positively to feedback from supervision.</p> <p>Committed to promoting a positive image of people with mental health conditions and learning disabilities.</p> <p>Committed to promoting a positive image of the Pharmacy and the wider Trust.</p> <p>Professional in approach and manner</p> <p>Motivation to develop skills within mental health</p> <p>Good interpersonal and social skills</p> <p>Assertive and innovative</p> <p>Ability to plan and organise workload</p>	
<b>Other Requirements</b>	<p>Ability to travel independently in accordance with Trust policies and service need.</p> <p>This post is subject to a satisfactory Disclosure and Barring Service check.</p>	

### **JOB DESCRIPTION AGREEMENT**

#### **Post Holder**

Sign..... Date.....

Print Name.....

#### **Line Manager**

Sign..... Date.....

Print Name.....

Print Job Title.....

