

## JOB DESCRIPTION

<b>Job Title:</b>	Specialist Pharmacist, Older Persons Medicine (OPM)
<b>Band</b>	7
<b>Care Group</b>	Specialities
<b>Directorate:</b>	Pharmacy and Radiology
<b>Department:</b>	Pharmacy
<b>Location:</b>	Royal Bournemouth Hospital and Poole Hospital (base hospital Poole)
<b>Accountable to:</b>	Deputy Lead Pharmacist for Older Persons Medicine
<b>Accountable for:</b>	Band 6 Pharmacists Band 5 Specialist Medicines Management Technicians
<b>Main Purpose</b>	<ul style="list-style-type: none"> <li>To provide a specialised clinical pharmacy service, as part of the multidisciplinary team, to ensure optimal medicines usage and value for money.</li> <li>The post holder will act as a senior representative of pharmacy in Older Persons Medicine, developing and building relationships with all members of the directorate.</li> <li>As a band 7 pharmacist, the post holder will be required to manage, support and provide training for band 6 pharmacists and act as a mentor to pre-registrations pharmacists.</li> <li>The post holder will contribute to audits and policy or procedure development.</li> </ul>

### General Duties

To provide a specialised clinical pharmacy service, as part of the multidisciplinary team, to ensure optimal medicines usage and value for money through activities which will include:

- Delivery of clinical pharmacy services to the OPM wards in order to optimise medication for the individual patient.
- Medicine reconciliation at admission and discharge and clinically screening prescriptions for safety and appropriateness.
- Working with the technicians and ATOs to supply and check medicines and medication discharge summaries.
- Providing complex medicines information to patients, carers, doctors, nurses and other healthcare professionals.
- Undertaking projects that will improve the quality of patient care and/or contribute to effective drugs budget management within the directorate including horizon scanning and formulary applications.
- Reviewing and assisting in the development of medication related policies, guidelines and audits in OPM.

## **Communication and Working Relationship Skills**

- Work effectively in all teams, ensuring that decisions regarding individual patients and operational policies are multi-disciplinary decisions. Develop and build relationships to inspire confidence in the services provided.
- Provide clinical pharmacy services to the wards and other departments, liaising with other pharmacy staff to ensure that all pharmaceutical services are provided efficiently and effectively in a timely manner.
- Liaise with clinical, nursing, management and support staff to communicate and translate complex information.
- Promote the principles of medicines optimisation.
- Liaise with community pharmacy colleagues and other healthcare colleagues to ensure optimisation of medicines use.
- Provide direct contact support for pharmacy team members and other healthcare professionals.
- Communicating with patients who may have either language, behavioural, cognitive or other health challenges about their medication and how to take them.

## **Analytical and Judgemental Skills**

- Provide complex advice and guidance requiring analysis, interpretation and comparison of clinical options on all issues relating to medicines utilising national and local guidelines.
- Attend consultant ward rounds on a regular basis and to contribute to these ward rounds using specialist knowledge.
- Provide advice and guidance in relation to unlicensed medicines.

## **Planning and Organisational Skills**

- Plan and organise the work of the pharmacy team to deliver a proactive, high quality, cost effective, safe and responsive service.
- Utilise time management skills to organise and prioritise daily duties dealing with emergency requests from the wards.
- Develop the pharmacy service for wards and clinical areas in response to opportunities and changes to the trust priorities.
- Develop trials or pilots to test proposed changes in consultation with the Lead/Deputy Lead Pharmacists, Older Persons Medicine and the Clinical Pharmacy Manager.

## **Responsibility for Patient/Client Care, Treatment and Therapy**

- Maintain and continually develop in depth specialist knowledge of therapeutics and pharmaceutical practice relevant to Older Persons Medicine.
- Maintain a comprehensive knowledge of current legislation, regulations, standards and guidance applicable to use of medicines.

### **Clinical practice**

- Ensure that medicines are prescribed and administered in line with local and national policies, and within the legal framework.
- To be accountable for the development, implementation and delivery of a high quality, pharmacy service to patients across the trust and to promote the safe, effective and economic use of medicines:
  - Contribute proactively to the prescribing process through ward visits, including attendance at consultant-led ward rounds.

- Obtain an accurate drug history from all new patients, when appropriate.
- Prioritise patients in need of specialist pharmacy input.
- Review the clinical appropriateness of all drugs prescribed.
- Monitor the effectiveness of all drugs prescribed.
- Identify and promptly resolve any pharmaceutical problems.
- Ensure compliance with local and national prescribing guidelines.
- Counsel patients, relatives and carers on the use and storage of medicines to ensure they obtain maximum benefit from their medication, where appropriate.
- Ensure each patient receives their prescribed medication, by regularly reviewing the ward stock list and by ensuring the supply of any non-stock medication in an appropriate formulation and quantity.
- Support safe transfer of prescribing and monitoring as patients are transferred between primary and secondary care.
- Work with the pharmacy procurement team and specialist pharmacists to implement changes to improve cost-effectiveness.
- Use clinical skills working with the pharmacy procurement team to manage shortages and recommend alternatives.
- Assist in the development and audit of guidelines for the use of drugs within Older Persons Medicine.
- Provide appropriate medicines related information to patients and carers in a timely manner in order to optimise medicines use.
- To utilise non-medical prescribing skills to carry out independent prescribing for adult patients within the Trust, in line with professional prescribing qualifications, legislation and working within own areas of competence.
- To promote medication risk reduction and ensure that pharmacy services are provided to local and national standards.
- To promote, manage, assist and implement change in prescribing practice in conjunction with consultants in Older Persons Medicine.

#### **Dispensary Services**

- To assist in the provision of dispensary services, in line with local procedures and the legal framework for the supply of medicines.

#### **Responsibility for Policy / Service Development**

- Support the Lead/Deputy Lead OPM Pharmacists to develop the clinical pharmacy services in line with the Clinical Pharmacy strategy and the needs of the Directorates.
- Develop, validate and implement training documents and procedures such as Standard Operating Procedures (SOPs) in the light of service change.
- To implement local and national policies in own area and across disciplines where appropriate.
- Support use of the Pan-Dorset formulary and advise doctors on safe, appropriate and cost-effective use of medicines. Monitor and challenge use of non-formulary medicines.
- Assist Directorate Pharmacists with applications for addition of new drugs to the formulary.

#### **Responsibility for Finance, Equipment and Other Resources**

- Ensure quality monitoring is carried out and reported appropriately, and that the service is audited against set targets as laid down in departmental and national standards.
- With the Lead/Deputy Lead Pharmacists for OPM, ensure that development plans from the Speciality include provision for pharmacy services and that the Speciality plans are included in pharmacy's planning process. Develop pharmacy services to the Speciality.
- Support the Lead/Deputy Lead Pharmacists, to develop pharmacy services to the directorate and contribute to the Quality Improvement agenda of the directorate.

<p>Contribute to the development of relevant policies and procedures relating to OPM.</p> <ul style="list-style-type: none"> <li>• Work with the Medicines Optimisation pharmacist and pharmacy procurement team to develop cost saving initiatives for medicines.</li> </ul>
<p><b>Responsibility for Human Resources, e.g. Supervision, Training, HR Advice and Management</b></p>
<ul style="list-style-type: none"> <li>• Liaise with the Directorate Pharmacists in providing rotational training for trainee pharmacists and junior pharmacists in OPM.</li> <li>• Oversee Pharmacists and Medicines Management Technicians working within OPM.</li> <li>• Design and participate in training programmes for pharmacy, medical and nursing staff, where necessary.</li> <li>• Act as a Clinical Diploma Mentor (if appropriate).</li> <li>• Manage and provide leadership to staff responsible to the post holder: <ul style="list-style-type: none"> <li>• Recruit, lead on induction, mentor and monitor progress and performance, supporting development of individuals.</li> <li>• Conduct regular reviews, annual appraisals and probationary reviews.</li> <li>• Conduct sickness reviews as appropriate.</li> <li>• Implement performance management and capability reviews as appropriate.</li> <li>• Attend appropriate training.</li> <li>• Direct the work of individuals and the team to provide an effective and cohesive pharmacy service.</li> </ul> </li> </ul>
<p><b>Responsibility for Information Resources and Administrative Duties</b></p>
<ul style="list-style-type: none"> <li>• Ensure that all documentation is completed to deliver a comprehensive pharmaceutical service that complies with relevant legislation.</li> <li>• Support the Directorates through the provision of appropriate analysis, audits and reviews, suitable to inform decision making, to allow evidence based service planning and provision.</li> <li>• Ensure that medicines information relating to patients is retained and utilised in a systematic and appropriate way. Using the pharmacy and hospital information systems, both electronic and paper as appropriate.</li> </ul>
<p><b>Responsibility for Research and Development</b></p>
<ul style="list-style-type: none"> <li>• Undertake clinical and practice research and publish or present the findings. Use results to inform the development of the pharmacy services to OPM.</li> <li>• Collect qualitative and quantitative workload information as required by the Clinical Pharmacy Manager.</li> <li>• Lead and take part in departmental audits with a view to improving the service.</li> </ul>
<p><b>Freedom to Act</b></p>
<ul style="list-style-type: none"> <li>• To work autonomously in relation to pharmaceutical advice, policies and guidance for all health professionals within the trust.</li> <li>• To work within trust policies and guidance, national protocols and legislation and General Pharmaceutical Council Code of Conduct.</li> <li>• To be accountable for own professional actions.</li> <li>• To achieve objectives agreed at personal management and development review in order to contribute effectively to the provision of pharmacy services that are continuously improved, and to ensure continuous personal and professional development. To liaise with all relevant staff effectively, efficiently and actively to ensure objectives in all key result</li> </ul>

areas are achieved.

- To undertake and maintain a record of personal Continuing Professional Development as required by the General Pharmaceutical Council.

### **Mental, Physical, and Emotional Effort**

- Some of the time is spent in an office/library type environment, seated for prolonged periods.
- A significant amount of time is spent on the wards using laptops, pc's and VDUs, lifting and moving light packages
- Occasionally exposed to toxic medications on the wards.

#### **Mental Effort**

- The post involves intense concentration and work on several projects at any one time and managing competing priorities.
- Frequent requirement for prolonged concentration, high level of accuracy and attention to detail required when reviewing prescriptions, checking dispensed items and writing/reviewing policies.
- There are frequent interruptions which can disturb concentration.

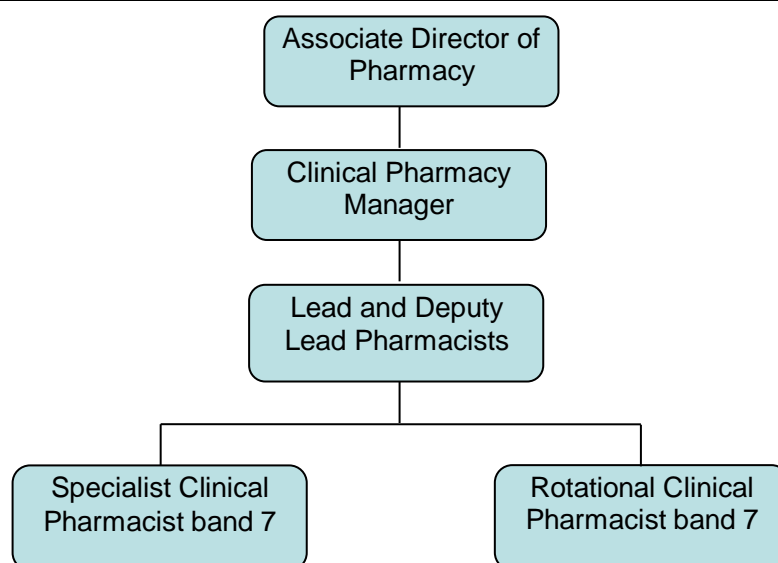
#### **Emotional Effort**

- The post involves occasional exposure to emotional circumstances in contact with patients.
- Occasionally subjected to aggressive behaviour from patients and carers.

### **Any Other Specific Tasks Required**

- Be fully conversant with, and comply with, departmental procedures in order to ensure consistent provision of services.
- Represent the service to a high professional standard in conduct, manner and appearance.
- Participate in the late duty, on-call, weekend and bank holiday rotas.
- Perform any other duties commensurate with the grade and as requested by the line manager

### **Organisational Structure of Department**





## **Transforming our Hospital Services in Dorset**

This is a very exciting time to join our hospitals in Dorset. We are in line to receive a significant national investment of £201 million to help transform our services and redevelop Poole Hospital and the Royal Bournemouth and Christchurch Hospitals, now merged as University Hospitals Dorset. We have been able to access these national funds because we have such a good plan in Dorset.

Our vision is to join up our services so they can be delivered in a more integrated way. We have a great opportunity together to improve outcomes for patients, make better use of all our resources, and ensure our services can be provided on a sustainable basis.

For developing our workforce, the aim is to establish modern, well-equipped centres of excellence with sustainable roles for staff, standardisation of education and training so that we can attract and retain skilled clinical and non-clinical staff to Dorset. This is a great opportunity for you to be part of the transformation change activity taking place following the merger of two hospital trusts to form University Hospitals Dorset NHS Foundation Trust.

## **Partnership with Bournemouth University**

We are proud to be affiliated with Bournemouth University, and working closely in partnership with them, this provides us with the opportunity for establishing joint posts, shared learning and training, sharing facilities, and joint project work.

## **CONDITIONS OF SERVICE**

As laid down by the University Hospitals Dorset NHS Foundation Trust.

## **Smoking**

The Trust has a responsibility to provide a safe and healthy environment for everyone who is working, visiting or living on hospital premises. Smoking is NOT allowed on site except for within the designated smoking areas and shelters for staff and patients.

The Trust will not tolerate smoking in undesignated areas and there is a zero tolerance approach to all staff who continue to do so. We will continue to provide support to staff, patients and visitors who want to give up smoking.

In the interests of promoting responsible healthcare all staff should refrain from smoking when off-site in uniform or wearing an identifying NHS badge in any public place.

## **Data Protection**

All staff are required to comply with the Data Protection Act and the Trust's Data Protection Policy. Staff are responsible for ensuring that any personal data which they hold is kept securely; that personal information is not disclosed either orally or in writing to any unauthorised third party; that personal data is only accessed where there is a legitimate business need and only where such processing is consistent with the purposes for which the data was collected.

## **Equality and Diversity**

The Trust is positively committed to the promotion and management of diversity and equality of opportunity. Equality and diversity is related to the actions and responsibilities of everyone –

users of services including patients, clients and carers; work colleagues; employees; people in other organisations; the public in general.

All employees have a responsibility to ensure that they act in ways that support equality and value diversity and must comply with the responsibilities placed upon them by employment legislation and the equality duties.

## **Health and Safety at Work**

Everybody within the Trust has a legal responsibility for the health, safety and welfare of themselves and others at work. These duties are set out within the Health and Safety at Work etc. Act (HASAWA) 1974, the Management of Health and Safety at Work Regulations (MHSAWR) 1999, and in other relevant regulations and guidance notes.

### ***All Staff***

In accordance with HASAWA and the Trust Health & Safety policy, all staff have legal responsibilities;

- to take reasonable care for themselves and others that may be affected by their acts/ omissions
- to co-operate with their manager/ supervisor to enable them to carry out their legal duties e.g.
  - shall report all hazards and defects to their line manager/ supervisor
  - shall report all accidents, incidents, near-miss events to their manager/ supervisor and via an adverse incident report (AIR) form (Trust policy)
- to use all work equipment, materials and substances in accordance with any training and instruction provided (e.g. medical devices, chemicals, mechanical aids, machinery, plants, vehicles, and personal protective equipment)
- to ensure they attend all annual mandatory training and attend health and safety training as required for the post.
- to comply with trust and department health, safety & risk policies and procedures
- not to interfere with or misuse anything provided to secure health and safety .e.g. wedge fire doors open, remove first aid equipment, break locks off systems

### ***All Managers/ Heads of Department and Clinical Leaders***

In accordance with the Trust's Risk Assessment policy and Risk management strategy, all managers/heads of department and Clinical Leaders are responsible for ensuring that they and their staff, comply with all Trust and department health and safety policies and procedures.

## **Safeguarding**

The University Hospitals Dorset NHS Foundation Trust is fully committed to safeguarding the welfare of all children and young people, and vulnerable adults by taking all reasonable steps to protect them from harm. All staff will receive appropriate training and induction so that they understand their roles and responsibilities and are confident about carrying them out.

## **Infection prevention and control**

The prevention and appropriate management of infection is of paramount importance in the quality and safety of the care of patients, and to the safety of visitors and members of staff. It is the responsibility of all staff to be aware of, assess and minimise these risks and comply fully with Infection Prevention and Control Policies.

The Health Act 2008 establishes a Code of Practice for the Prevention and Control of Health Care Associated Infections. It sets out criteria by which NHS managers ensure that patients are cared for in a clean environment, with a safe water supply, where the risk of Healthcare Associated Infections (HCAI) is kept as low as possible.

**Managers, Heads of departments and Clinical Leaders** are responsible for ensuring that:

- The necessary equipment and mechanisms are in place to support infection prevention
- health care workers are free of and are protected from exposure to communicable infections during the course of their work, and that all staff are suitably educated in the prevention and control of HCAI

### **Carbon sustainability**

The Trust is committed to continual improvement in minimising the impact of its activities on the environment and expects all members of staff to play their part in achieving this goal and in particular to work towards a 28% reduction in carbon emissions by the end of 2020/21 (based on a 2013 baseline).

### **DBS/Disclosure and Barring Service (CRB)**

As part of our recruitment procedure this post will be subject to a Criminal Record Disclosure. A Disclosure is a document containing information held by the police and government departments. Disclosures provide details of a person's criminal record including convictions, cautions, reprimands and warnings held on the Police National Computer. Where the position involves working with children, Disclosures will also contain details from lists held by the Department of Health and Social Care and the Department for Education and Skills (DfE) of those considered unsuitable for this type of work.

**This post is subject to the policies, procedures and rules approved by the Trust and as varied from time to time. All staff are required to familiarise themselves with, and comply with the Trust's policies, procedures, rules or statements of practice. These can be accessed through the Intranet, your Department Manager, or through Human Resources.**

### **Job Description Agreement**

All job descriptions which are developed for job matching purposes must be signed by both the line manager and the staff member and the effective date of when the role changed entered. Please see re-grading and job evaluation policy.

Any job descriptions amended or updated through the results of a personal review should also be signed and dated by both the line manager and staff member and a copy retained on the personal file.

Signed..... Date.....Manager

Signed.....Date.....Employee



## **Review of this Job Description**

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of changing service needs. This job description will be reviewed in conjunction with the post holder on an annual basis at appraisal.

Version 4