

Job Title: Senior Clinical Pharmacist

Department: Pharmacy

Grade: 7

Base: Stanmore

Hours: 37.5 per week + on-call and weekend working (rota)

Responsible to: Deputy Chief Pharmacist

Accountable to: Chief Pharmacist

Key relationships

Mentorship: Foundation Pharmacists
Pre-registration Pharmacists
Medicines Optimisation Pharmacy Technicians and Assistants
Undergraduate Pharmacy Students

Liaises with: All clinical staff
CCGs, NHSE and community services
Senior Clinical Pharmacy Staff
All other pharmacy staff
All healthcare professionals, especially medical and nursing staff
Patients and their carers
Finance Department
Other NHS organisations
External customers
Research partners at other national and international organisations

Job Purpose

- Provide comprehensive medicines optimisation services to RNOH patients including inpatients, outpatients, homecare patients and patients being cared for through the hospital at home service
- Support various clinical functions that integrate pharmacy and medicines into the RNOH service provision, such as pre-assessment clinics, OPAT service, chronic pain clinics and homecare clinics
- Prescribe using the IP qualification for RNOH patients
- Support various governance and assurance functions that integrate pharmacy and medicines into RNOH service provision such as Drugs and Therapeutics Committee, Medication Safety Committee, Antimicrobial Stewardship Committee, OPAT group, Innovation and Development Committee, amongst others

- Implement national and local policies, national and local guidelines related to medicines
- Undertake audits as required by the needs of the service
- Ensure that service provision is flexible and responsive to patient's needs
- Provide medicines related training and development to doctors, nurses and pharmacy
- Contribute to the 'in-house' lunchtime training and development programme for all pharmacy staff
- Ensure safe, clinically effective and economical use of medicines, including patients own medicines
- Provide support for undertaking clinical trials involving medicines at RNOH
- Contribute to the departmental and organisational research and development agenda

Main Duties and Responsibilities

Medicines optimisation service provision

- Support senior pharmacy managers in the delivery of a high quality, patient-focused medicines optimisation service for inpatients, and where relevant, outpatients; thereby enhancing the quality of the patient experience and outcomes for the patient
- Apply core clinical pharmacy skills in order to plan, manage, monitor and review therapeutic programmes for all patients
- Identify and manage patients' pharmaceutical needs and make appropriate referrals
- Professionally screen/check prescriptions, thus taking professional responsibility, as required by legislation
- Integrate research evidence into practice
- Actively seek to improve the clinical services provided, and demonstrate clinical knowledge and decision making aiming towards expertise
- Ensure that medication histories and patients' own medicines are checked on admission or transfer
- Manage difficult and ambiguous problems, and difficult conversations with patients, clinicians and other staff and make decisions with limited information
- Train and work as an Independent Prescriber according to statutory requirements, RNOH Policies and within the identified scope of practice
- When working as an independent prescriber, to work closely with the medical director in ensuring safe, clinically appropriate, timely and economical prescribing for patients; and to liaise with the various clinical firms as required

- Participate in medicines optimisation service provision to outpatients, pre-assessment patients, homecare patients, OPAT patients and patients being cared for through hospital at home service provision
- Undertake medicines optimisation clinics for patients, including telephone clinics for patients in pre-assessment, OPAT, chronic pain and homecare
- Follow the relevant processes in ensuring data capture for these clinics, and to ensure timely provision of clinic letters to GPs, secondary care clinicians and patients
- When undertaking specific clinical rotations e.g. chronic pain clinics, OPAT, pre-assessment, homecare, governance, ensure that the duties and responsibilities for that rotation, and agreed objectives are adhered to and delivered

Medicines Assurance and Governance service provision

- Support the senior pharmacy managers in the provision of medicines-related assurance to RNOH, its patients and various other external organisations
- Support the senior pharmacy managers in the provision of medicines-related governance through the various structures within RNOH including RNOH Drugs and Therapeutics Committee, Medication Safety Committee, Antimicrobial Stewardship Committee etc.
- Contribute to medicines evaluations and critical appraisals to medicines
- Participate in medicines-related incident reviews, investigations and complaints
- Contribute towards medicines-related root cause analysis as appropriate
- Undertake controlled drugs audits as required by Trust Policy
- Participate in the clinical audit programme for the pharmacy
- Implement national and local policies, national and local guidelines related to medicines
- Demonstrate awareness of, and commitment to, the RNOH clinical governance agenda
- Implement agreed clinical governance initiatives in relation to medicines use
- Undertake clinical audit and evaluations as required
- Review and advise on medicines policies and procedures related to medicines use

Financial management

- Contribute to the efficiency programme for RNOH, involving quality improvements as well as cost improvements
- Ensure promotion and implementation of economical prescribing and medicines supply / usage

- Critically evaluate medicines expenditure data for various clinical areas on an ongoing basis, and report on this expenditure as required by the senior pharmacy managers

General Service Provision

- Review prescriptions for their clinical appropriateness, safety and legality
- Input prescription information using the Pharmacy Computer system
- Request, dispense and supply drugs to patients
- Provide evaluated pharmaceutical advice and information, to all health care professionals and patients of the Trust using on-line data bases and primary sources
- Have a working knowledge of pharmacy stock control and ordering systems
- Collect and handle prescription monies according to Government and Trust policy
- Participate in clinician led multidisciplinary rounds where appropriate
- Participate in the work of the dispensary and other operational elements of the department
- Dispensary duties will include the supervision of other pharmacy staff, professionally screening all in-patient, out-patient and discharge prescriptions as well as dispensing and final checking all prescriptions and ward orders, and provision of medicines adherence advice to patients when issuing outpatients prescriptions. Pharmacists will also be involved in the dispensing, checking, issuing and destruction of controlled drugs in line with current legislation.
- Liaise with primary care colleagues in the safe and efficient transfer of patients from secondary care
- Liaise with primary care colleagues to implement and develop systems that improves pharmaceutical care across the primary and secondary care interface

Staff Management

- Manage accountable staff
- Set objectives and undertake performance reviews and appraisals in accordance with departmental guidelines
- Assist in the management of staff attendance, performance, disciplinary and grievance issues
- Act as a Tutor to any junior members of staff undertaking postgraduate qualifications in clinical pharmacy practice

Clinical trials

- Support the RNOH Pharmacy in sponsor lead site selection, initiation and close down visits

- Assist in co-ordinating the pharmaceutical input into the setting-up, design and running of clinical trials at the RD+E. This will involve close liaison with pharmacy, nursing, medical staff and R&D
- Support in the critical review of clinical trial protocols on their impact on pharmacy, e.g. packaging, labelling and documentation, incorporating further comments from appropriate specialist clinical pharmacists where required
- Liaise with all clinical teams to facilitate smooth set-up and running of all clinical trials
- Assist in updating all pharmacy related departmental or Trust clinical trial SOPs, policies, procedures and documents including dispensing procedures
- Approve commercial, non-commercial and Trust sponsored clinical trials and associated paperwork e.g. prescriptions and labels, liaising as necessary to ensure the safety of all clinical trials participants
- Ensure that the confidentiality and security of information and data about study subjects and clinical trial studies are maintained and respected
- Assist with the raising, completion and implementation of all relevant IMP and non-IMP documents, controlled procedures, feasibility assessments, prescriptions, dispensing protocols, accountability logs, and stock management records
- Ensure that safe dispensing practices are applied and adhered to at all times when dispensing and preparing Clinical Trial IMPs (CTIMPs)
- Accurately screen, dispense, check and counsel patients regarding their medication as required in accordance with the particular study protocol

Education and Training

- Participate in education and training of other healthcare professionals
- Identify own training needs and document in personal development plan
- To perform the role of an Educational Supervisor (ES), supporting the overall supervision and educational management of foundation pharmacists.
- To perform the role of a Pre-registration Pharmacist tutor, if required.
- Participate in education and training schemes and meetings organised within the department
- Participate in other areas of pharmacy practice in order to ensure a broad base of pharmaceutical knowledge
- Undertake continual professional development and maintain a CPD portfolio in line with requirements of professional body including continuing education and attendance at appropriate courses and study days
- Ensure that, as the on-call pharmacist you can provide details of potential adverse reactions and contact details for out of hours trial support

Other

- Participate in all relevant departmental meetings and contribute to effective communication within the department
- Participate in the late clinics, weekend and bank holiday rotas and to provide emergency duty commitment on site as determined by the needs of the Pharmacy Department
- Participate in ward pharmacy rotas and attend ward pharmacy meetings as appropriate
- Undertake any other duties commensurate with the grade as requested by the Chief or Deputy Chief Pharmacist
- Be aware of and apply, relevant legislation such as the Health and Safety at Work Act, Control of Substances Hazardous to Health, GMP and Medicines' Act
- At all times practice in accordance with the Code of Ethics of the Royal Pharmaceutical Society of Great Britain, and adhere to General Pharmaceutical Council Standards of conduct, ethic and performance
- Uphold the security of medicines and all pharmacy premises at all times
- Attend course and study days as deemed appropriate
- It is expected that the postholder will adhere to relevant RNOH policies and procedures at all times

Safeguarding Children and Vulnerable Adults At Risk

The Trust recognises its duty to safeguard and promote the welfare of children, young people and adults. Staff must at all times treat patients with dignity and respect protecting, young people and adults at risk from abuse and neglect

Employees have a responsibility to ensure that prompt and appropriate action is taken when concerns have been made about a child, young person or adults at risk. Employees should be aware of their responsibilities as detailed in the Local Safeguarding Children Procedures and Safeguarding Adults at Risk Policy.

The Trust will assist you by providing mandatory training, support and advice.

Safeguarding children and adults is everyone's business

IT Skills

All staff are required to demonstrate a level of IT literacy skills appropriate to their job, as the use of IT is fundamental in delivering good quality efficient health care.

Effort and Environment

The following information has been designed to assist the recording of the effort and environment factors required for Agenda for Change.

- **Physical**

This job will involve a combination of sitting, standing and walking. There is a frequent requirement for light physical effort for several short periods during a shift e.g. walking between pharmacy and wards and carrying bags of medicines. There may also be infrequent requirement to carry heavier loads such as boxes of IV fluids. There is also frequent requirement for sitting in a restricted position for a substantial proportion of the working time e.g. during report writing whilst on a computer terminal and periods of bending whilst talking to patients.

- **Mental**

Requires in-depth mental attention combined with proactive engagement with other healthcare professionals and patients. This ranges from conducting final checks on high risk medication to discussing complex interventions with clinicians.

- **Emotional**

Exposure to distressing or emotional circumstances e.g. disciplinary and grievance issues and indirect exposure to distressing or emotional circumstances e.g. death of patients.

- **Working conditions**

Occasional exposure to unpleasant working conditions occurs. The pharmacy department is isolated from the clinical areas within hospital therefore exposure to inclement weather and extreme temperatures does occur when the post holder travels between pharmacy and clinical areas. As ward based pharmacists, the post holder is in the vicinity body fluids, foul linen etc. The post holder is also expected to work within the controlled drugs room in the pharmacy which is a cramped work space without much ventilation. There can also be exposure to cytotoxic drugs.

Assuming normal Health and Safety standards are met.

Driving to and from work is not included.

Terms and Conditions of Service

This appointment is subject to the terms and conditions of employment of the Royal National Orthopaedic Hospital NHS Trust.

Professional conduct

The post holder must comply with the Code of Professional Conduct applicable to their profession.

Risk Management

The Royal National Orthopaedic Hospital NHS Trust strives to take a holistic approach to the management of risk; Health and Safety, Caldicott, Corporate and Clinical Governance requirements are all elements of risk management.

Risk management is fundamental in ensuring the safety of all whilst on Trust premises and in ensuring that a high level of quality care is continually provided. To support staff in the management of risk, the Trust provides training programmes and facilitates staff in the use of risk management identification tools. In turn, individuals are responsible for ensuring that they attend training sessions and adhere to the Trust's policies and procedures, which includes the reporting of incidents, both actual and near miss.

Health and Safety at Work Act

Under the provisions of the Health and Safety at Work Act 1974 it is the duty of every employee to:

- Take reasonable care of themselves and of others who may be affected by their acts or omissions.
- Co-operate with their employer in ensuring that all statutory and other requirements are complied with.

Clinical Governance

All staff must comply with the Trust Infection Control Policy. All employees must attend infection control training as required within their department as directed by their line manager.

Confidentiality

Post-holders must maintain the confidentiality of information about patients, staff and other health service business in accordance with the Data Protection of 1998. Post-holders must not, without prior permission, disclose any information regarding patients or staff. If any member of staff has communicated any such information to an unauthorised person those staff will be liable to dismissal. Moreover, the Data Protection Act 1998 also renders an individual liable for prosecution in the event of unauthorised disclosure of information. Following the Freedom of Information Act (FOI) 2005, post-holders must apply the Trust's FOI procedure if they receive a written request for information.

Equal Opportunities

The Trust welcomes all persons without regard to age, ethnic or national origin, gender or sexual orientation, religion, lifestyle, presenting illness or disability. We aim to provide a non-judgemental service at all times.

No Smoking Policy

The Trust prohibits smoking in all of their buildings and premises.

Person Specification

Description	Essential	Desirable	A/I
Qualifications	<p>Degree in pharmacy (BPharm/MPharm depending on year of qualification), Approved by GPhC</p> <p>Registration with GPhC</p> <p>Postgraduate Diploma/MSc in Clinical Pharmacy (<i>or working towards completion in the second year</i>)</p>	<p>Basic management training</p> <p>Working towards portfolio development according to RPS framework</p> <p>Independent prescriber (or working towards qualification)</p> <p>RPS membership</p>	<p>Application and Interview</p> <p>Current valid registration evidence</p> <p>Certificates</p>
Experience	<p>Minimum 2 years in NHS Hospital Pharmacy</p> <p>Experience in delivering training</p> <p>Experience in undertaking audit</p> <p>Undertaking of out of hours service provision and/or independent working</p>	<p>Clinical trial work</p> <p>Working as an Independent Prescriber</p> <p>Clinical caseload management</p> <p>Running telephone and in-person clinics for patients</p>	<p>Application and interview</p>
Skills	<p>Good communication and interpersonal skills</p> <p>Good written and spoken English</p> <p>Good organisational skills Ability to apply knowledge and theory into practice</p> <p>Effective leadership skills</p> <p>Ability to effectively prioritise work and meet set targets</p> <p>Computer literacy</p> <p>Innovation and motivation of self and others</p> <p>Able to work as part of a team and as an individual</p> <p>Demonstrates a high degree of professionalism</p>		<p>Application and Interview</p> <p>Reference</p>

Skills (cont'd)	Ability to concentrate on complex tasks and being able to cope with frequent interruptions for urgent requests – works well in busy environments.		
Knowledge	<p>NHS hospital work</p> <p>Current national pharmacy issues</p> <p>Current NHS issues</p> <p>Knowledge of Medicines Legislation and ensures compliance for self and others</p>		Application and Interview
Disposition and Attributes	<p>Reliable</p> <p>Polite and approachable</p> <p>Motivated and Enthusiastic</p> <p>Team Player</p> <p>Adherence to RNOH values</p>		Interview and References