

HEALTH & JUSTICE DIRECTORATE

JOB DESCRIPTION

Job Title:	Advanced Specialist Pharmacist
Band:	Band 8a
Hours:	30.0 hrs Health & Justice Service Lines work to a 7 day a week working model.
Main Base:	HMP Downview/HMP Send CNWL Prison Sites – Surrey , Kent, Buckinghamshire and Milton Keynes In order to meet the needs of the role and service, you may be regularly required to work outside your normal place of work. The Trust reserves the right to change your normal place of work to any other location within the Trust.
Responsible To:	Lead Pharmacist, Surrey Prisons Lead Pharmacist, Health and Justice
Accountable To:	Chief Pharmacist CNWL Foundation Trust
Key Relationships:	Healthcare staff across Surrey prisons General Practitioners Consultant Psychiatrists and other grades of medical staff Prison Officers Carers and patients External Educational Establishments CNWL pharmacists

JOB PURPOSE

- Maintain and improve standards of clinical pharmacy practice, quality assurance, risk management and other issues of clinical governance related to medicines optimisation within the Health & Justice Service Lines.
- To lead, develop, deliver and evaluate pharmacy and medicine optimisation services on behalf of CNWL to all Surrey Cluster Prisons.
- Lead, develop and manage the pharmacy team, alongside the Health and Justice Lead Pharmacist.
- To lead and deliver as appropriate a comprehensive medicines optimisation service to patients across the Health & Justice Service Lines and to the multidisciplinary treatment teams responsible for their care.
- To work closely with all Prescribers to ensure medicine continuity and manage the repeat prescription process.
- To lead on pharmacist lead clinics as Medicine Structure Review Clinics, and facilitate other pharmacy technician clinic like Medicine Compliance Clinics.
- To act as an Non-Medical Prescribers, when appropriate, under the supervision of the GP.
- To manage the cost-effective ordering of medicines and medical consumables as well as pharmacy staff resources.
- To ensure service compliance with medicines legislation in particular controlled drugs legislation.

- To provide input into policy, procedures, audit and research affecting the use of pharmaceuticals across the Health & Justice Service Lines and other CNWL Foundation Trust sites where appropriate.
- To work closely with the CNWL medicines management team to ensure the development of pharmacy services and that they are in line with community and national initiatives.
- To liaise with the prison pharmacy supply function, prison security and healthcare functions to ensure provision of an effective dispensing and supply service.
- To attend senior meetings when necessary, as per Head of Healthcare delegation.
- To be responsible for updating and maintaining actions plans in relation to aspect of medicines management under the control of the pharmacy service.
- To provide data for Key Performance Indicators set by the commissioner and the CQC 'Provider Compliance Assessments' in relation to medicines optimisation. They will be responsible for putting actions in place to address any shortfalls.
- To manage the Medicines Optimisation Groups.
- To liaise with the external pharmacy provider to ensure appropriate and safe delivery of medicines.

MAIN DUTIES AND RESPONSIBILITIES

Strategy:

- To be responsible for the implementation of pharmacy services and contribution to development of medicines optimisation strategy throughout the establishments.
- To provide expert advice to staff at all levels including Senior Managers and prescribers as per Health and Justice Medicines Optimisation Strategy in conjunction with Health and Justice Lead Pharmacist.
- To contribute to the strategic planning of healthcare services in relation to pharmaceutical services and the development of subsequent business plan Improving range and efficiency of pharmacy services provided.
- To review the provision of Pharmacy services, liaising with professional colleagues to fulfil current needs.
- To implement Traka (biometric medicine lockers for in-possession medication)
- To implement local Ascribe system with eMM function, and local labelling.

Medicines Management:

- Write, plan, organise, implement and monitor In-Possession Medication policy for prisoners
- Contribute to the, planning, organising, implementing and monitoring the electronic prescribing and medicines administration policy
- Contribute to the, planning, organising, implementing and monitoring the SOPs for healthcare staff.
- Write, review and update, when necessary the Pharmacy internal SOP's
- Ensure that the Pharmacy practices are in accordance with national, local and Trust wide priorities and reflects the 30 recommendations as outlined in "A Pharmacy Service for prisoners"
- Co-ordinate the management of the meeting dates, agenda and work plan of the Medicines Management Group meetings. Provide annual reports in relations to the work of the group as dictated by Head of Healthcare.
- Produce ADIOS (system for monitoring Controlled Drug/ Abusable drugs) reports for the CNWL Accountable officer for controlled drugs.
- Contribute and take the lead in medicines management initiatives working closely with Primary Care, Substance Misuse, Mental Health service leads and the GP teams
- Provide expertise and recommendations on the use of medicines, using evidence-based approach for all new medicines, formulations and all medicines with newly licensed indications.
- Manage and complete the Mandatory Drug Testing forms when required by Security

- Review and investigate medicine related incidents reported through Datix and produce lesson learnt, to promote healthy medicine incident reporting culture.

Meetings/ Representation:

- To attend CNWL meetings as required by H&J Lead Pharmacist and Head of Healthcare. The post holder will be expected to ensure, in co-operation with their colleagues at the establishment that a full, comprehensive pharmacy service is delivered to the highest professional, legal and ethical standards.
- Ensure the Pharmacy Department is represented appropriately and professionally inside and outside the establishment as delegated by the Head of Healthcare.

Clinical Governance:

- Contribute to the development of all aspects of clinical governance related to prison pharmaceutical services, medicines optimisation and prescribing to ensure that:
 - The dispensing supply service is safe and legal.
 - Good quality pharmaceutical advice and service provision is provided by the prison pharmacy staff.
 - Risk management in relation to the provision of pharmaceutical services is regularly assessed and the pharmacy risk register is updated, including action plans and progress reports. Reporting to the Risk Management group.
 - Requirements of Care Quality Commission in relation to medicines optimisation and pharmacy services are met.
 - Contribution and advice is provided to the investigation and reporting of serious untoward incidents, near misses and complaints in relation to medicines management/pharmaceuticals.
 - All legal, ethical and statutory frameworks are adhered to in relation to medicines and their use e.g. Misuse of drugs Act, Medicines Act.
 - Develop local medicine-related policies and procedures and lead on the implementation of CNWL Trust wide medicines policies.
 - The Prison Pharmacy Service is fit for purpose in relation to medicines optimisation and prescribing and that decision making is backed up by sound systems and processes.
 - Compliance with Health and Safety guidelines and Prison Service Policies of Safe and Secure working practices in relation to Pharmacy services.
 - Communication to local healthcare staff of 'National Patient Safety agency alerts', 'MHRA drug alerts', 'medical device alerts' is made and that associated action plans are completed.

Financial:

- Ensure that the purchase of pharmaceutical supplies is cost-effective, value for money and conforms with the home office purchasing requirements. Ensure that areas of overspend are addressed and contained.
- Take a proactive approach is taken to identify and implement strategies to reduce expenditure as appropriate.
- Provide invoice information to the CNWL Chief Pharmacist Team, as required.
- Monitors drugs expenditure against annual budget and implements cost saving measures/recovery plan against any forecasted overspend.
- Complete e-Rostering for all pharmacy team.

Human Resources:

- Ensure pharmacy staff have annual appraisals and ensure staff undergo appropriate learning and Development (including Personal Development plans PDPs).
- Responsible for pharmacy staff for all or most of the following:
 - Appraisals on an annual basis and six monthly reviews
 - Sickness absence and implementation of sickness monitoring
 - Disciplinary and grievance matters including investigations both internally and externally
 - Recruitment and selection decisions including being a panel member
 - Personal and career development within the team both as individuals within that team and the pharmacy service as a whole.

Leadership:

- Develop partnerships and take a collaborative approach to working with other pharmacy departments, disciplines and professions both within and outside the prison, to promote high standards in the delivery of healthcare services.
- Work with the pharmacy team to identify motivations and ensure team members take responsibility for agreed objectives and action plans.
- Change management – lead and motivate team through periods of transition and change, ensuring appropriate stakeholder engagement.

Clinical:

- Ensure that all prescriptions and Medication Administration Records, including SystmOne records, are clinically appropriate and meet all necessary legal requirements.
- Promote relevant NICE guidance in conjunction with the HMP High Down Medicines Optimisation Group and establish systems for auditing and reporting on uptake.
- Contribute to the implementation of medicine related NICE publications, ensuring that recommendations from CNWL Medicines Optimisation Group are considered and that systems for auditing and reporting on uptake are established.
- Responsible for the appropriate and legal use of 'Patient group Directions' (PGDs) and Homely Remedies Policy; this Includes:
 - Writing and developing the documents to ensure that PGDs and The Homely Remedies Policy are legal and reflect best practice
 - Co-ordinating with the appropriate clinical staff and CNWL staff
 - Ensuring the final documents are ratified by the Medicines management group
- Ensure pharmacy actively participate in multidisciplinary committees both within the organisation and outside to provide clinical pharmaceutical advice to support the development of disease management guidelines relevant to prison population and expert advice on practicalities of delivery medicine management services within the prison setting.
- Development of Clinical Pharmacy Services i.e. Pharmacy-Led Clinic services, and integration of pharmacy staff within the healthcare team (medicines administration). Manage a Repeat Dispensing Service to support management of long term chronic disease.
- Contribute to modification and update of templates/administration charts on SystmOne.

Training & Education:

- To contribute to the development and delivery of training events for all prison staff to support
 - The implementation of medicine related policies, procedures to ensure the safe and secure handling of medicines
 - An appropriate level of knowledge for healthcare professionals working under 'Patient Group Directions' and administering 'Homely Remedies' medications
 - Training and Education of Healthcare Assistants, Nurses, Prescribers, Pharmacy Staff on the appropriate recording of medicines management on SystmOne Electronic Record System.

- To be registered as an 'Accredited Checking Technician' Tutor with London Pharmacy Education to facilitate the training of Pharmacy technicians to achieve the ACT qualification.
- To be registered as 'Accredited Medicines Management' Tutor with London Pharmacy Education to facilitate the training of Pharmacy technicians to achieve the AIMM qualification.
- The use of IT software related to medicines optimisation, drug/identification, IP Risk assessments etc.
- Contribute to the induction training of new healthcare staff in relation to prescribing and medicines management policies.
- To evaluate own knowledge and practice, thus creating a Personal Development Plan for identified needs and then making effective use of learning opportunities which will go into recorded Continuous Professional Development Plan (CPD) documents.
- To conduct the annual staff appraisal for line management staff and ensure that identified training needs are followed up with necessary training.

Communication:

- Provide expert highly complex pharmaceutical advice on all matters relating to Prescribing, medicines optimisation and Pharmaceutical Services to staff working at all levels.
- Represents the prison pharmacy department at various committees as required (e.g. Clinical Governance, Drug strategy, Supply Reduction, Prison Pharmacists Forum (Quarterly), Business and Performance meeting. Providing and receiving highly complex information.
- Providing medicines optimisation information/data to the Head of Healthcare/ Medicines management group as appropriate to inform strategic development.
- Providing clinical pharmaceutical advice to prescribers, healthcare professionals and prisoners in response to specific enquiries relating to medicines.
- Presents Pharmaceutical/ Medicines optimisation service related information to decision makers e.g. Medicines management group, Head of Primary Care, Head of Healthcare and other staff at all levels where the advice could be challenged.
- Promote clinical and cost effective prescribing and challenge prescribers appropriately.
- Deal with all pharmacy service related prisoner complaints and ensure a full response is sent to the prisoner within the designated timeframe (complaints policy) ensuring response saved on SystemOne.
- Providing instructions and information via Staff Notices, Prisoner notices and memos to inform of changes in services and practice.

Research and Audit:

- Contribute to the implementation of the annual medicines optimisation audit plan.
- Contribute to the design and delivery of audits related to medicines optimisation.
- Develop and progress action plans resulting from audit results and ensure regular re-audit where necessary.
- To participate in the Quality Improvement (QI) programme and facilitate QI project within the pharmacy team.

Information Resources:

- Responsible for the implementation of IT systems within the pharmacy department and contributing to other areas when related to medicines management, stock control, drugs/medication identification and contributing to the training of staff on these systems at implementation and staff induction.
- Responsible for up-keep of Patient Medication Records.
- Responsible for the accuracy of data on the Ascribe computer system or any other system relating to orders, stock control, returns, invoices and credit notes etc and for providing senior managers with regular reports to facilitate appropriate governance.

- Ensure confidentiality in all matters related to patients, staff personal issues and adherence to the trust and prison Healthcare Confidentiality Policy
- Contribute to the production of written reports e.g. Clinical Governance Action Plan, Business plans, Primary care Action plan
- Maintain accurate Patient Medication Records (PMR) on the pharmacy computer system and provide information on this as appropriate to:
 - Primary Care, Mental Health and Substance Misuse team
 - Prison staff to support mandatory and voluntary drug testing schemes
 - NHS staff and other outside agencies to promote continuity of care
 - Security staff to support cell search
- Responsible to update SystmOne according to medication related serious incident reports and to take actions accordingly.

Policy Development:

- Responsible for the development and writing and implementation of local Pharmacy service related Policies/protocols for sites within the Health & Justice Service Lines
- Contribute to the implementation of CNWL medicines optimisation policies that are applicable to sites within the Health & Justice Service Lines.
- To contribute to writing, development and implementation of Medicines Optimisation policies affecting Health and Justice as required by Health and Justice Lead Pharmacist.
- Responsible for reviewing Patient Group Directions (PGDs) as requested by the H&J Lead Pharmacist.

Contribution to other Healthcare related policies e.g. confidentiality policy as delegated by the Head of Healthcare.

The following responsibilities are applicable to all employees:

Professional registration

If professional registration is required for the role you undertake you are expected to maintain your registration with the applicable professional body (i.e. NMC, HCPC etc) and comply with the professional Code of Conduct. Your employment depends on you doing this and failure to remain registered or to comply with the Code of Conduct may result in temporary downgrading, suspension from duty and/or disciplinary action which may result in the termination of your employment. You are required to advise the Trust if the professional body in any way limits or changes the terms of your registration. Throughout your employment with the Trust, if requested you are required to provide your manager with documentary evidence of your registration with the professional body.

Safeguarding

You have a duty to safeguard and promote the welfare of children and adults at risk of abuse. You should be aware of local safeguarding procedures and how to contact named professionals for advice and support as well as reporting any concerns. You will be supported with the supervision and training needed to recognise and act on welfare concerns and to respond to the needs of children and adults. You have a responsibility to ensure that you are up to date with the safeguarding training required for all Trust employees.

Infection Control and Waste Disposal

Infection prevention and control is the responsibility of all staff. All duties must be carried out in accordance with the Trust hand hygiene and infection control policies and procedures.

You must also ensure that waste produced within the Trust is disposed of in such ways that control risk to health, or safety of staff and the public alike in accordance with relevant legislation and procedures contained within the policy.

Data Protection, Confidentiality and Access to Health Records

All information concerning patients/clients and other staff members must be treated as confidential and you must adhere to the policies related to this subject. If you contribute to patients' health records you are expected to be familiar with, and adhere to, the Trust's Care Records Policy and accompanying documentation. You are advised to compile records on the assumption that they are accessible to patients in line with the Data Protection Act 199 and you should be aware that patients' records throughout the Trust will be subject to regular audit. You have a responsibility to ensure that patient records are maintained efficiently and that confidentiality is protected in line with the Trust's policies.

You are likely to have access to computerised data systems and you are required to obtain, process and/or use information held in these systems in a fair and lawful way. You must hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose. Only disclose data only to authorised persons or organisations as instructed.

Promoting Equality and Diversity

Central and North West London Foundation Trust aims to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital/partnership status, race, religion, age, creed, colour, ethnic origin, disability, part time working status and real or suspected HIV/AIDS status. The Trust has a Valuing Diversity in the Workplace Policy and you are expected to adhere to the policy and support equality and value diversity by making sure that you do not discriminate, harass or bully colleagues, visitors or service users. You are also expected to make sure that you don't contribute to discrimination, harassment or bullying or condone discrimination, harassment or bullying by others. Everyone has a personal responsibility to promote and develop a culture that promotes equality and values diversity and where your role requires you to manage and supervise others you have the additional managerial responsibility to ensure that the team you work in does not discriminate, harass or bully.

Health and Safety and Risk management

As an employee you must be aware of the responsibilities placed on you under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain

a safe environment for employees, patients and visitors. You are accountable, through the terms and conditions of your employment, professional regulations, clinical governance and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required. All staff members have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

All managers throughout the organisation have a responsibility to ensure that policies and procedures are followed, that staff members receive appropriate training and a local risk register is developed and monitored on a quarterly basis and any changes reported to the Clinical Governance Committee and Risk and Assurance Committee. Managers are responsible for implementing and monitoring any identified risk management control measures within their designated area/s and scope of responsibility. In situations where significant risks have been identified and where local control measures are considered to be potentially inadequate, managers are responsible for bringing these risks to the attention of the Borough Director and relevant governance committee.

No Smoking Policy

There is a smoke free policy in operation in the Trust and smoking is positively discouraged and is not permitted anywhere within the buildings, on the premises or grounds.

Staff Support

The Trust is committed to ensuring that you achieve a good work/life balance, have access to a wide range of support including flexible working options, childcare support and many training and development opportunities.

General Note

The duties and responsibilities outlined above are to be regarded as broad areas of responsibility and do not necessarily detail all the tasks which you may be required to perform. You may be expected to undertake other duties as may be required which are commensurate with your grade and experience. This job description may be subject to change from time to time in order to meet the changing needs of the Trust and department and any changes should be discussed with you. All duties and responsibilities must be carried out in accordance with statutory legislation, CNWL Standing Orders, Health and Safety regulations and professional Codes of Practice.

JOB SPECIFICATION – ADVANCED SPECIALIST PHARMACIST

Criteria	Essential		Desirable	
EDUCATION AND QUALIFICATIONS:	<ul style="list-style-type: none"> Vocational Masters Degree in Pharmacy <ul style="list-style-type: none"> pre-registration training Experience in Hospital Pharmacy and/or community services including working at a senior level (e.g. Department Manager). Member of the General Pharmaceutical Council 	A	<ul style="list-style-type: none"> Member of the Royal Pharmaceutical Society of Great Britain Relevant post-graduate qualification, i.e. Certificate, Diploma or equivalent experience and relevant short courses Non-Medical Prescriber 	A
PREVIOUS EXPERIENCE:	<ul style="list-style-type: none"> Demonstrate the ability to appropriately recommend, substantiate and communicate medicine related information Previous evaluated experience of mentorship and training skills Monitoring and advising on drug expenditure To have undertaken clinical audit Training and education Staff management experience 	A/I	<ul style="list-style-type: none"> Purchasing medicines and stock control 	A/I
SKILLS, KNOWLEDGE, ABILITIES:	<ul style="list-style-type: none"> Clinical and critical appraisal skills Able to influence all grades of medical staff Evidence in writing procedures, clinical guidelines and policy/protocols. The ability to identify and prioritise clinical work load Communicates with medical, nursing 	A/I	<ul style="list-style-type: none"> Advanced Computer Skills – Competency in wide range computer applications e.g., Pharmacy Manager, EMIS, ASCRIBE, SystemOne, AAH Medecator, Methasoft. Good knowledge of therapeutics Understanding of NHS frameworks including National Service Frameworks and guidance from NICE 	A

	<p>and pharmacy staff in clear precise and appropriate manner.</p> <ul style="list-style-type: none"> • To have an awareness of national and local priorities • The ability to identify and manage risks • Ability to evaluate own work • Enhances the quality of patient care • Demonstrates awareness of the clinical governance agenda • Teaching and presentation skills • Able to use Microsoft Word Power point and Excel proficiently 		<ul style="list-style-type: none"> • Understanding of the factors that contribute to some people not getting maximum benefit from their medicines 	
APTITUDES PERSONAL CHARACTERISTICS:	<ul style="list-style-type: none"> • Demonstrates ability to meets set targets • Demonstrate ability to organise self in order to ensure efficient use of time. • Meets expected levels of practice as defined by others • Self-motivated • The ability and willingness to deputise for senior staff while recognising limitations of experience and ability • Takes responsibilities for own actions 	A/I		
OTHER:	<ul style="list-style-type: none"> • Declared medically fit by the Occupational Health Department to perform the duties of the post. • The post holder must have the ability to understand and implement the equal opportunities policy at a level appropriate to the job. 	I		

	<ul style="list-style-type: none">• Ability to promote anti-discriminatory and anti-racist practices.• Ability to promote and work in line with the working model of a 7 day a week service.			
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