

## Job description

|                |   |
|----------------|---|
| Position       | Lead Homecare, High Cost Medicine and Formulary Support Pharmacist with EDC |
| Grade          | 8a  |
| Location       | Pharmacy  |
| Hours          | 37.5hrs per week (1.0 WTE) with EDC   |
| Responsible to | Lead Pharmacist for Medicine  |
| Accountable to | John Biddulph - Chief Pharmacist  |

## Our Organisation

The Princess Alexandra Hospital NHS Trust (PAHT) provides a full range of general acute, outpatient and diagnostic services at The Princess Alexandra Hospital in Harlow, the Herts and Essex Hospital in Bishop's Stortford, and St Margaret's Hospital in Epping.

We employ 3,500 staff and serve a local population of around 350,000 people living in west Essex and east Hertfordshire, centred on the M11 corridor and the towns of Harlow, Bishop's Stortford and Epping. Our extended catchment area incorporates a population of up to 500,000 and includes the areas of Hoddesdon, Cheshunt and Broxbourne in Hertfordshire.

## Our Values

The Princess Alexandra Promise to our patients as identified by our 3 values which will contribute to improving our patient experiences:

**Patient at heart** – Always holding the patient and their wellbeing at the centre of our thoughts and efforts

**Everyday excellence** – Sharing and celebrating our successes, being honest when we get it wrong, giving us the ability to learn from both

**Creative collaboration** – Knowing strength comes from diversity, we combine our experiences, skills and talents, working together to find new and better ways to care

The Trust believes in investing in all our staff and rewarding high standards of care whilst building for excellence and in return we expect our staff to uphold the Trust values to the highest level.



## Job summary

To lead, develop and monitor the Clinical Pharmacy Service for Homecare and specialist high cost medicines for patients at the Princess Alexandra Hospital NHS Trust in accordance with objectives set by the Chief Pharmacist and Lead Pharmacist for Medicine.

To ensure the safe, clinically effective and cost-efficient use of homecare and high cost medicines in specialist areas within PAHT that utilise high-cost and specialist biologic drugs.

To support the development and maintenance of the hospital formulary

To participate in general pharmacy departmental services and contribute to the out of hours service

## Scope and range

The post holder will be primarily be based within the pharmacy department at PAHT. They will participate in homecare team and other meetings to lead, develop and monitor the development of homecare medicines services and management high cost drugs

The post holder will be responsible for providing a high-quality clinical pharmacy service, with robust governance arrangements, to specialist areas within PAHT that utilise high-cost and specialist biologic drugs supporting Homecare medicine delivery.

They will work closely with the Specialist clinical pharmacists for Gastroenterology, rheumatology, dermatology and neurology, the Lead Pharmacist for Medicine and the High Cost Drugs Administration team to support Homecare services and prescribing of biologic medicines in these areas,

The role will have a direct clinical input into the care of patients under the PAHT specialist rheumatology, gastroenterology, dermatology and neurology biologics teams, and will support the specialist clinical pharmacists covering clinics

They will support the teams with the safe and effective use of biologic medications and associated commissioning pathways.

The post holder will ensure that the Pharmacy team are part of and lead any innovative ways of working to enhance patient care. They will also input into the growing Biologics agenda, further developing the role of the pharmacist and the wider pharmacy team in areas that are now beginning to use such medications.

The post holder will also have a role in providing training for junior staff rotating into specialist areas and Homecare, and will be crucial in supporting the department-wide education and training agenda, including staff training, teaching, supervision and mentoring.

The post holder will support the lead pharmacist for Medicines Information in developing and maintaining the hospital web-based formulary

The role will include participation in clinical ward pharmacy services



The post holder will participate in general pharmacy departmental services and contribute to the out of hours service

## Duties and responsibilities

### 1. Clinical Pharmacy Duties

- To lead, develop, manage and monitor clinical homecare pharmacy services to rheumatology and gastroenterology, dermatology and neurology using biologics to treat long term conditions in line with local and national policies, guidelines and frameworks.
- To be the lead pharmacist for managing high cost medicines in the Trust. This will include providing advice and support to all teams by ensuring that applications for high-cost medication are handled in alignment with national guidelines and local pathways, that prescriptions are authorised only when there is current agreement for funding and to liaise with ICBs and NHSE on drug funding issues
- To work collaboratively with the specialist clinical teams, homecare providers and commissioners on the provision and monitoring of biological medication to patients
- To work closely with specialist teams supporting the prescription and dispensing of high cost medication, providing information to patients and ensuring that access to these medicines is consistently available to patients requiring them
- To work closely with teams, to support validation of homecare and high cost drug prescriptions across all specialities
- To support specialist teams in implementation of new homecare services, including best value biosimilars and 'switch' process
- To communicate with ICBs, NHSE, external homecare companies, GPs and community pharmacists to coordinate pharmaceutical care of patients in the community.
- Take an active role in the development of clinical risk management, investigating and learning from datix reports
- To provide a clinical pharmaceutical service to allocated ward(s) as and when required
- To develop and maintain a role as a Non-Medical Prescriber.

### 2. Management and Delivery of High Cost Medicines and Homecare Services

- To lead and train the pharmacy homecare and high cost medicine team
- To manage all Pharmacy related aspects of the Homecare service with support from lead pharmacist for medicine and the Pharmacy Procurement homecare team
- To work closely with the Lead Pharmacist for Medicine high-to deliver a high-quality Homecare service with robust governance
- To undertake service improvement projects that will improve the quality of patient care and/or contribute to effective drugs budget management within Homecare and clinical services that utilise biologics, including support of biosimilar switching
- To manage contracts' and SLAs relating to Homecare medicines
- To contribute to local and national Homecare networks, including attendance at relevant meetings
- To act as the PAH Pharmacy liaison with the East of England Homecare procurement team ensuring contract documentation is completed as appropriate



- To attend homecare and biologic related multi-disciplinary team meetings in specialty areas
- To lead and actively contribute to the monthly Pharmacy Homecare service review meetings
- To work closely with all Trust colleagues to support access to high cost medicines, ensuring adherence to agreed pathways with funding agreed by the relevant commissioner. To take a lead in overcoming obstacles to high cost medicine access by working with Trust colleagues and external organisations to resolve problems that arise.
- To be responsible for financial reporting, drug usage and expenditure forecasting,
- To identify, action and report on medicines related quality improvement projects for the Trust
- Develop and input into Standard Operating Procedures (SOP's).
- To write the annual Homecare report
- To support and be actively involved in the implementation of local and regional pathways for biologic therapies and new high cost medicines, including implementation of new NICE Technology Appraisal in a safe, effective and timely manner.
- To provide advice and information on new drugs and new treatment strategies and guidelines
- To oversee and support the completion of Homecare audits
- To liaise with Homecare providers regularly, review key performance indicators and monitor performance
- To investigate and resolve complaints related to Homecare, identify trends and develop action plans with service providers and other stakeholders

### **3. Formulary Support**

- Support the development and maintenance of the PAH Formulary
- Be the point of contact for responding to non-formulary medication requests across all disciplines, providing advice and referring on to the Divisional leads if appropriate
- Support the MI lead pharmacist with the production and dissemination of formulary updates as needed
- Attend and contribute to the Area Prescribing Committee meetings

### **4. Management and Training Responsibilities**

- To manage the High cost drugs co-ordinator
- To provide training and supervision to the Homecare team
- To assist the education and training team, as required, with clinical training of pharmacists providing homecare and ward pharmacy services, and of other colleagues in the Trust as required
- Undertake peer review to provide assurance on pharmaceutical standards across medicine

### **5. General Pharmacy Duties**

- To provide a high quality, patient focused pharmaceutical service to in-patients, and outpatients
- To have a working knowledge of all procedures, legislation or national guidelines relating to the storage and dispensing of unlicensed medicinal products, and controlled drugs.
- To input prescription information using the Pharmacy Computer system



- Assist in the provision of medicines information as required
- To be able to use the computerised e-prescribing & medical notes system used in the Trust
- To dispense and supply drugs to patients (including using the automated dispensing system ('Robot'))
- To provide evaluated pharmaceutical advice and information, to all health care professionals and patients of the Trust using on-line data bases and primary sources
- To have a working knowledge of pharmacy stock control and ordering systems
- To collect and handle prescription monies according to Government and Trust policy
- To participate in all relevant departmental meetings and contribute to effective communication within the department
- To 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
- To at all times practice in accordance with the Code of Ethics of the General Pharmaceutical Council
- To uphold the security of drugs and the premises at all times
- To complete all mandatory training.
- Ensure knowledge of medicines is up to date through own CPD and other learning opportunities
- To participate in general department rotas including (but not exclusively) weekends, bank holidays and late duties

#### **6. Other Duties**

- To be actively involved in undertaking projects and audits to continually review and improve the quality of service provision and of drug related clinical guidelines.
- To attend courses & study days as deemed appropriate by the Chief Pharmacist/deputy
- To undertake any other duties commensurate with the grade as requested by the chief pharmacist/deputy

#### **7. To undertake pharmacy on call duties**

#### **8. To maintain registration as a pharmacist with the General Pharmaceutical Council and act in accordance with the code of ethics**



## Person specification

|                 |                                     |
|-----------------|-------------------------------------|
| <b>Position</b> | Lead Homecare Pharmacist – with EDC |
| <b>Grade</b>    | Band 8A                             |

Evidence for suitability in the role will be measured via a mixture of application form, testing and interview. Essential: E Desirable: D

| Trust values   |   |
|--|---|
| Patient at heart – Always holding the patient and their wellbeing at the centre of our thoughts and efforts  | E |
| Everyday excellence – Sharing and celebrating our successes, being honest when we get it wrong, giving us the ability to learn from both                             | E |
| Creative collaboration – Knowing strength comes from diversity, we combine our experiences, skills and talents, working together to find new and better ways to care | E |

| Education and qualifications   |   |
|--|---|
| Registered with General Pharmaceutical Council (GPhC)  | E |
| Postgraduate clinical qualification (over and above that of the 1 <sup>st</sup> degree, preferably at Masters level) and/or significant relevant clinical experience to demonstrate a similar level of knowledge | E |
| Certificate in, or ability to complete Certificate in, Clinical Pharmacy Practice  | E |
| Diploma in Clinical Pharmacy Practice or ability to complete Diploma in Clinical Pharmacy Practice   | E |
| Independent Prescribers Qualification or ability to complete independent prescribers course  | E |

| Experience   |   |
|--|---|
| Relevant post-registration experience                                    | E |
| Experience working in a busy hospital ward and working as part of an MDT | E |
| Experience of participating in audit activities                          | D |

| Skills and knowledge  |   |
|---|---|
| Good organisational and time management skills  | E |
| Skills for analysing drug and patient information in order to provide medicines optimisation or pharmaceutical advice where information is lacking or medical or other opinion may differ | E |





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|---|---|
| Excellent clinical knowledge of medicines                     | E |
| Ability to work on own initiative and as part of a team       | E |
| Awareness of and commitment to the clinical governance agenda | E |
| Evidence of personal insight and sound judgment               | E |
| Excellent communication skills both verbal and written        | E |
| Good analytical skills  | E |

#### Personal qualities

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|---|---|
| Commitment to development of the services   | E |
| Hard working and flexible   | E |
| Good organisational skills  | E |
| Able to work independently with the ability to achieve demanding tasks and objectives against deadlines | E |
| Available for late duties and work on weekends and bank holidays as rostered                            | E |
| Commitment to continuing professional development   | E |

