

## **JOB DESCRIPTION**

### **Job Details:**

<b>Job Title:</b>	Rotational Pharmacist
<b>Band:</b>	Band 6
<b>Location:</b>	Norfolk & Norwich University Hospital
<b>Department:</b>	Pharmacy Department
<b>Managerially Accountable To:</b>	Clinical Pharmacy Team Leader – Medicine, Clinical Pharmacy Team Leader – Surgery, Women's & Children.
<b>Professionally Accountable To:</b>	Chief Pharmacist/Deputy Chief Pharmacist

### **Job Purpose:**

To actively contribute to the delivery and development of all aspects of a high quality Pharmacy Service across the Trust in line with the Royal Pharmaceutical Society Professional Standards for Hospital Pharmacy. This is a developmental post that will include rotations within clinical pharmacy, aseptic services, and medicines information supported by senior pharmacy colleagues

To assist the Pharmacy Department in delivering our Trust vision of 'The best care for every patient', through our purpose of 'working together, continuously improving for all'.

To support the delivery of a high quality, safe and compassionate healthcare service, all staff are expected to act as a role model to others in all aspects of their work and consistently demonstrate NNUH's 'PRIDE' values of People focused, Respect, Integrity, Dedication and Excellence and demonstrate behaviours that support and encourage an inclusive culture.

### **Overview of Essential Responsibilities:**

#### **1 General Clinical Pharmacy Duties**

- 1.1 To participate and assist in the provision of clinical pharmacy services on a rotational basis to all directorates and departments, in liaison and under the supervision of the Clinical Pharmacy Team Leaders
- 1.2 Work in accordance with professional, departmental and Trust policies to ensure safe and effective pharmaceutical care. This will include:
  - Performing medicines reconciliation on admission into the Trust.

- Review and clinical accuracy checking of medication, to ensure clinically appropriate, safe, effective and cost-efficient use of medication and act on any problems that may arise.
  - Therapeutic drug monitoring
  - Providing medicines education and expert advice to patients and staff including complex drug or medication related information, and to act on any associated problems which may arise.
  - Ensure safe and efficient transfer of care between care settings and at point of discharge.
  - Participate in consultant ward rounds and MDT meetings relevant to rotational area.
  - Proactively make recommendations on medication issues and provide evidence based recommendations to influence prescribing decisions.
  - Ensure supply of medication to patients in a timely manner.
  - Adhere to medicines management policies, local and national guidelines within the Trust.
- 1.3 To liaise with all pharmacy staff grades, medical, nursing and other staff in the provision and development of clinical pharmacy services.
- 1.4 Following accreditation, to actively prescribe discharge medication according to Trust protocol in order to ensure delays in discharge do not occur.
- 1.5 To undertake and actively participate in clinical and medicine management audits and implement changes to ensure compliance.
- 1.6 To participate in quality improvement programmes relating to pharmacy / use of medicines .
- 1.7 To participate in the provision of a medicines information service and Pharmacy helpline to staff and patients.
- 1.8 To ensure that all provisions of the current law relating to pharmacy and medicines are complied with both within the Pharmacy Department and throughout the Trust. This will include completion of statutory ward controlled drug checks and advice on safe storage of medicines.
- 1.9 To work with medical and nursing staff at ward level to reduce medicines wastage and ensure compliance with the Trust's drug formulary.
- 1.10 To participate in the drug recall system in consultation with the Principal Pharmacist, Operations Manager and Deputy Operations Manager, Support Services.
- 1.11 To maintain necessary records in accordance with Trust and departmental policy.
- 1.12 To follow all procedures in use within the Pharmacy Department.

- 1.14 To attend and participate in pharmacy departmental meetings, directorate meetings and rotational pharmacist meetings
- 1.15 To undertake duties as a pharmacist within the dispensary, including dispensing when necessary, providing clinical and final checking and providing advice to patients on the correct use of their medicines.
- 1.16 Pharmacists who are registered as Independent Prescribers will, with the agreement of the Deputy Chief Pharmacist prescribe within their level of competence, to support patient care.
- 1.17 To collect data and report, when requested by a member of the Pharmacy Management Team, on workload and ward activities.
- 1.18 Record interventions as per Trust Incident Reporting procedure and, under supervision of a senior pharmacist, record such interventions in the patients' medical record
- 1.17 To undertake clinical, intermediary and final checking of aseptic (including intrathecal after accreditation) and radiopharmaceutical products and obtain an understanding of the principles of good manufacturing practice as applied to hospital pharmacy manufacturing.

## **2 Professional Responsibilities**

- 2.1 To be professionally and legally accountable for all aspects of own work.
- 2.2 To maintain high standards of work at all times, following legal, ethical, professional and employers codes of conduct and be conscious of the professional image of the department.
- 2.3 To provide professional and legal clinical supervision in the dispensary as the responsible pharmacist when allocated.
- 2.4 To be aware of own limitations, utilise appropriate sources of advice and information when own knowledge is inadequate, and escalate with senior staff to ensure resolution of more complex or demanding pharmaceutical care issues.

## **3 Training**

- 3.1 To undertake training to achieve an approved post-graduate Pharmacy diploma or equivalent if not already held. The time to attend an approved course and complete required work-based activities under the supervision of an allocated work-based tutor will normally be agreed as part of an individual learning contract.

- 3.2 To assess development against the Foundation Pharmacy Framework and work towards full competence in all domains .
- 3.3 Complete all required accreditations and core and rotational objectives as agreed with supervising Pharmacist(s)
- 3.4 To participate in post-graduate education and training events organised at national, regional and Trust level.
- 3.5 To prepare and deliver educational sessions on matters relevant to pharmacy and medicines for pharmacy and other healthcare staff
- 3.6 To participate in the training and clinical supervision of Pharmacy Technicians, Pre-registration Pharmacy Technicians, Trainee Pharmacists and undergraduate pharmacy students.
- 3.7 To undertake training to become familiar with the computerised systems used within Pharmacy Services.
- 3.8 To complete mandatory training in line with Trust and Departmental requirements.

#### **4 Communication and Working Relationships**

- 4.1 To develop positive working relationships with all NHS staff in all areas of work, ensuring appropriate verbal or written communication is adopted to ensure the safe and effective use of medicines and resolution of identified pharmaceutical care issues.
- 4.2 To produce appropriate written information or advice for patients/carers or other healthcare professionals, under the supervision of a senior pharmacist
- 4.3 To communicate effectively with patients and carers to ensure the safe and effective use of medicines and the resolution of identified pharmaceutical care issues.
- 4.4 To promote and participate in team working, both within the pharmacy department and designated clinical areas.

#### **5 Continuing Education**

- 5.1 In service training is provided to allow staff to provide a competent service. All staff have a personal responsibility to continually review their level of knowledge and expertise in order to keep abreast of the progress of pharmaceutical knowledge and to maintain a high standard of competence.
- 5.2 To undertake CPD and maintain a portfolio in line with the Pharmacy Services

Programme and professional requirements of the General Pharmaceutical Council.

**Specific Additional Responsibilities:**

- 1 The post holder will be expected to undertake any other duties that may be allocated by the Principal Pharmacist, Clinical Pharmacy Services or Clinical Pharmacy Team Leader and which may reasonably be expected to be undertaken by the post holder.
- 2 The post holder will be required to participate in the Saturday, Sunday and Bank Holiday rotas.
- 3 The post holder will be required to participate in the Emergency Duty Commitment rota.

Functional Requirements			
Direct face to face patient contact	Yes	Blood/body fluid exposure	No
Managing a team who hold professional registrations	Yes	Prevention and management of aggression	No
Exposure prone procedures (EPP)	No	Crouching/stooping or kneeling	No
Manual handling	Yes	Frequent hand washing/wearing gloves	Yes
Night working/shift work	No	Chemical sensitisers	No
VDU user	Yes	Noise	No
Driving patients	No	Other (please state)	No

**Job Specification:**

	Means of Assessment	
	Essential/ Desirable	Application Form/ Interview/Ref/Test
<b>Qualifications/training and professional development</b>		
Master of Pharmacy	E	AF
Current listing on the Register of Pharmaceutical Chemists with the General Pharmaceutical Council	E	AF
Certificate / Diploma in Pharmacy Practice	D	AF

<b>Experience</b>		
Clinical pharmacy knowledge and experience	E	AF/I/T
Experience of working in a pharmaceutical environment	E	AF/I
Experience of working in hospital pharmacy	D	AF/I
<b>Skills, abilities and knowledge</b>		
Knowledge of national guidelines relating to medicines and pharmaceutical practice	E	AF/I/T
Articulate and numerate	E	AF/I
Communication skills – oral and written	E	AF/I
Able to record information accurately	E	AF/I
<b>Attitude, aptitude</b>		
Enthusiastic and willing to learn	E	AF/I
Able to work as part of a team or as an individual with a flexible approach to duties	E	AF/I
Able to work under pressure	E	AF/I
Customer care	E	AF/I
Adaptable and innovative in approach to work and projects	E	AF/I
Able to manage change	E	AF/I
Able to share learning with others	E	AF/I
Professional attitude	E	AF/I
Effective role model, demonstrating NNUH's PRIDE values of People focussed, Respect, Integrity, Dedication and Excellence	E	AF/I
Demonstrates understanding and commitment to Equality, Diversity and Inclusion	E	AF/I

Reasonable adjustments can be considered to support disabled candidates in respect of the requirements of this role.

For information regarding general terms and conditions of employment please ask your line manager or Human Resources.

This job description indicates currently the main responsibilities of the post. It is not a complete list and may be amended and developed as necessary in consultation with the manager and post holder. We would aim to reach agreement on any changes, but if agreement is not possible, the Trust reserves the right to make changes to this job description.