

## **JOB DESCRIPTION**

<b>Job Title</b>	<b>Development Pharmacist + EDC</b>
<b>Band/ Grade</b>	<b>Band 6 - 7</b>
<b>Directorate</b>	<b>Pharmacy</b>
<b>Professionally Accountable to</b>	<b>Clinical Director Pharmacy and Medicines Optimisation</b>
<b>Responsible to</b>	<b>Divisional Lead Pharmacists</b>

### **VISION, MISSION and VALUES**

#### **Our Vision**

To improve the health and well-being of the people we serve in Herefordshire and the surrounding areas.

#### **Our Mission**

To provide a quality of care we would want for ourselves, our families and friends. Which means: Right care, right place, right time, every time.

#### **Our Values**

Compassion, Accountability, Respect and Excellence

- Compassion – we will support patients and ensure that they are cared for with compassion
- Accountability – we will act with integrity, assuming responsibility for our actions and decisions
- Respect – we will treat every individual in a non-judgemental manner, ensuring privacy, fairness and confidentiality
- Excellence – we will challenge ourselves to do better and strive for excellence

### **JOB SUMMARY**

Participates in the provision of a comprehensive pharmaceutical service to Wye Valley NHS Trust.

Rotational pharmacist posts are a training grade used to provide development of hospital pharmacy skills after registration as a pharmacist. The post holder works within a range of sections within the pharmacy including Dispensary, Technical Services, and Medicines Information, as well as developing direct clinical skills with patients in ward areas.

The post provides a structured progression over three years, whereby the post holder undertakes the diploma in Clinical Pharmacy Practice. This will help them to develop, so they are able to provide pharmaceutical expertise and advice to a designated range of service areas within WVT, working at a specialist level and within the multidisciplinary team providing Medicines Optimisation services.

## OVERALL OUTLINE

Year *	Pay Band	Key responsibilities
Year 1 Months 1-6	6	<p>Participate in provision of a comprehensive pharmaceutical service to WVT</p> <p>Develop competence in all areas of practice (Dispensary, Technical Services, Medicines Information, medical and surgical wards)</p> <p>Contribute to the departmental weekend, bank holiday services</p>
Year 1 Month 7-12	6 + EDC	<p>Provide clinical pharmacy service to a range of clinical areas including the community hospitals</p> <p>Contribute to all areas of the department</p> <p>Member of the on call pharmacist team</p>
Year 2	6 + EDC	<p>Provide clinical pharmacy service to a range of clinical areas including the community hospitals</p> <p>Undertakes and completes year one of the Diploma in Clinical Pharmacy Practice</p>
Year 3	7 + EDC	<p>Provides specialist clinical pharmacy services to a range of wards, including community hospitals, specialist areas such as CCU, Women's and Children's services.</p> <p>Undertakes and completes year two of the Diploma in Clinical Pharmacy Practice.</p>

\*The precise timing of progression will depend on the post holder's performance and completion of key objectives

## MAIN FUNCTIONS OF THE JOB

- Provide a high quality clinical pharmacy service to a range of wards, including the community sites, supporting the lead clinical pharmacist for that area, and deputising for them in their absence.
- Act as the Responsible Pharmacist in the dispensary on an agreed rota, screening prescriptions and final accuracy checking.
- Contribute to the departmental weekend, bank holiday and out of hours service.
- Contribute to the provision of chemotherapy, parenteral nutrition and CIVAS from Technical Services, by providing pharmacist clinical and in-process checks.
- Answer complex queries from healthcare professionals and the public regarding aspects of medicine use.
- Assist in the delivery of training and the development of pharmacy staff and members of the wider multidisciplinary team.

- Participate in service development and demonstrate use of critical evaluation skills.

### **Clinical and Departmental Responsibilities:**

- Provide clinical pharmacy services to a ward, or group of wards, under the direction of a senior pharmacist, in accordance with the clinical pharmacy procedures.
- Communicate with patients, carers or other healthcare professionals to reconcile medicines in a timely manner. Provide information on medicines to patients in an appropriate format, including verbal information and compliance charts.
- Perform clinical check of prescription charts for individual patients and ensure safety promoting medicines optimisation, and antimicrobial stewardship, communicating any problems and negotiating solutions with doctors and/or ward staff, in the ward, dispensary and technical services environments.
- Monitor patients for adverse drug effects and contraindications to therapy and consider alternative options if required.
- Ensure all medicine optimisation systems on the ward are supported, working in collaboration with the medicines optimisation technicians. Ensure all non-stock medicines are ordered and missed doses minimised.
- Ensure all relevant documentation is completed and document any actions appropriately in the patients' notes and / or electronic patient record.
- Ensure adherence to the Herefordshire Drug Formulary, local clinical and medicines related guidelines promoting safe and cost effective use of medicines.
- Answer complex queries from healthcare professionals and the public regarding aspects of medicine use, using specialist knowledge. Provide clinical advice for situations outside of local or national guidelines, or where the evidence does not exist or is controversial, researching and appraising the published literature. Seek support from more advanced pharmacists when necessary.
- Effectively communicate written and verbal advice.
- Respond to pressures within the trust, adjusting work patterns to maximise patient throughput.
- Investigate complaints or clinical incidents under the direction of the Clinical Director of Pharmacy.
- Ensure patient and staff confidentiality is maintained at all times.

### **Research & Audit:**

- Contribute to departmental audits and key performance indicator recording.
- Where necessary contribute to research and audit being performed within WVT.
- Participate in delivering the medicines optimisation clinical audit programme.
- Contribute to service development projects within the directorates under the guidance of the Lead pharmacist, producing and implementing medicines related guidelines, protocols and SOPs as required.
- Support the Lead pharmacist in the identification and implementation of potential cost savings.

### **Training & Development:**

- Undertake and complete a post graduate diploma in Clinical Pharmacy Practice.
- Undertake Non-medical Prescribing and Advanced Practitioner training, as appropriate, after completion of the clinical diploma.
- Participate in the departmental clinical pharmacists training sessions.
- Complete peer review and accompanied ward visits as determined by lead pharmacist.

- Undertake ongoing CPD and reflective practice.
- Participate in the education, training, and mentoring of pre-registration pharmacists, undergraduate students, other pharmacy staff and healthcare professionals.

### **Administrative Responsibilities**

- Ensure compliance with medicine legislation
- Follow department procedures for completing, filing and ordering clinical pharmacy documents and prescriptions

### **General Information**

This job description is not intended to be an exhaustive list of duties, but merely to highlight the current main responsibilities of the post. The Trust reserves the right to change terms from time to time. Along with your main duties; you will also be expected to carry out any other duties that are reasonably asked of you. It may be reviewed from time to time in agreement with the post holder and line manager of the Service Unit. The post holder will be required to comply with all policies and procedures issued by and on behalf of Wye Valley NHS Trust.

### **Safeguarding Vulnerable Adults & Children**

Wye Valley NHS Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, volunteers and contractors to share this commitment.

All staff have a duty to safeguard and promote the welfare of patients, their families and carers. This includes practitioners who do not have a specific role in relation to safeguarding children or adults, you have a duty to ensure you are:-

Familiar with the Trust's safeguarding policies. Attend appropriate training for safeguarding. Know who to contact if you have concerns about an adult or child's welfare.

### **Health and Safety**

The post holder is required to conform to the Trust's Policies on Health and Safety and Fire Prevention, and to attend related training sessions as required.

### **Confidentiality**

To maintain confidentiality at all times. In the course of their duties employees will have access to confidential material about patients, members of staff and other Health Service business. On no account must information relating to identifiable patients be divulged to anyone other than authorised persons, for example, medical, nursing or other professional staff, as appropriate, who are concerned directly with the care, diagnosis and/or treatment of the patient. If there is any doubt whatsoever, as to the authority of a person or body asking for information of this nature, advice must be sought from a superior officer. Similarly, no information of a personal or confidential nature concerning individual members of staff should be divulged to anyone without the proper authority having first been given. Failure to observe these rules will be regarded as serious misconduct, which could result in serious disciplinary action being taken including dismissal.

### **Policies and Procedures**

The post holder will be required to comply with all policies and procedures issued by and on behalf of Wye Valley NHS Trust, which the Trust may amend from time to time.

### **Infection Control**

It is a requirement for all Trust staff to comply with all trust infection control policies and procedures. All Trust staff should ensure that they fulfil their responsibilities for infection prevention and control, that they provide leadership where appropriate in infection control matters and that they challenge poor infection control practice in their workplace. All staff should have infection control training at induction and annual infection control updates via the Department of Health e-learning package, via the local infection control CD-Rom training tool or by attendance at an annual Health and Safety refresher. All clinical staff will have annual infection control objectives set and these will be reviewed at appraisal.

### **No Smoking Policy**

In recognition of the Trust's commitment to health promotion and its health and safety responsibility, the Trust has a no smoking policy that prevents all staff from smoking whilst on duty.

### **Equal Opportunities**

The Trust is an Equal Opportunities employer and the post holder is expected to promote this in all aspects of his / her work. The Trust's duty is to ensure that no existing or potential employees receive less favourable treatment on the grounds of sex, sexual orientation, race, colour, nationality, ethnic origin, religion, marital status, age or disability, or are disadvantaged by conditions or requirements that cannot be shown to be justifiable. This also applies to patients – the Trust has a duty to ensure patients have the right to equal access, care and treatment. All employees are expected to comply with this policy.

### **Financial**

To order and receipt goods in accordance with the Trust's financial framework. To comply with standing financial instructions.

### **Data Quality**

The information that you record as part of your duties at the Trust must be 'fit for purpose', reliable and easily accessed by appropriate/authorised personnel. To achieve this standard the information must be: Accurate, Legible (if hand written), Recorded in a timely manner, Kept up-to-date, appropriately filed. All staff must monitor and take responsibility for data quality throughout the areas of the system used locally, all users maintain timely input, and ensuring that data is checked with the patient, and staff (in relation to their staff record), whenever possible, and to support initiatives to improve data quality.

N.B. Recorded information includes: patient information entered in case notes and entered on any computerised care records system, financial information, and health & safety information e.g. incident reporting and investigation, personnel information recorded in personnel files etc. Failure to adhere to these principles will be regarded as a performance issue and will result in disciplinary action.

### **Records Management**

All employees of the Trust are legally responsible for all records that they gather, create or use as part of their work within the Trust (including patient, financial, personnel and administrative), whether paper or computer based. All such records are considered public records and all employees have a legal duty of confidence to service users. Employees should consult their manager if they have any doubt as to the correct management of records with which they work.

### **Conduct**

The post holder is an ambassador for the directorate and the Trust and his / her actions and conduct will be judged by service users as an indication of the quality of the service provided

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by the directorate and the Trust as a whole. The post holder will also comply by the NHS Core Values and the Constitution.

### Other

The Trust is committed to continuous improvement in managing environmental issues, including the proper management and monitoring of waste, the reduction of pollution and emissions, compliance with environmental legislation and environmental codes of practice, training for staff, and the monitoring of environmental performance.

Manager Name:	Manager Signature:
Date:	
Post holder Name:	Post Holder Signature:
Date:	

## PERSON SPECIFICATION

**Job Title**                      **Development Pharmacist + EDC**

**Band/ Grade**                **Band 6 - 7**

**Directorate**                 **Pharmacy**

PERSON SPECIFICATION	ESSENTIAL	DESIRABLE
<b>EDUCATION AND QUALIFICATIONS</b>		
MPharm or equivalent academic qualification	✓	
Completed Pre-Registration year leading to membership of the General Pharmaceutical Council	✓	
Current membership of the General Pharmaceutical Council	✓	
Postgraduate qualification in Clinical Pharmacy (to be commenced in post, and to complete year 1 before progression to a band 7)	✓	
<b>SKILLS, KNOWLEDGE AND ABILITIES</b>		
Negotiation and influencing of other Health Care Professionals	✓	
Experience of using electronic databases and the Internet for retrieving medicines information		✓
Experience with aseptic services		✓
Experience working in medicines information		✓
Critical Appraisal Skills		✓
<b>EXPERIENCE</b>		
Proven hospital experience or equivalent		✓
Provision of hospital dispensary services as a pre-reg trainee		✓
Contact with prescribers and nursing staff		✓
Assessment and interpretation of prescriptions	✓	
<b>PERSONAL ATTRIBUTES</b>		
Report writing		✓
Able to work as a team worker as well as alone	✓	
Good communicator	✓	
Presentation skills		✓
<b>OTHER FACTORS</b>		
Evidence of commitment to continuing education	✓	
Professional attitude	✓	
Able to meet deadlines and manage time/set priorities	✓	
IT literate		✓
Ability to meet the travel requirements of the post at all times	✓	