

## DIRECTORATE OF DIAGNOSTICS & THERAPEUTICS

### JOB DESCRIPTION

<b>POST</b>	<b>Advanced Clinical Pharmacist (Medicine)</b>
<b>PAY BAND</b>	<b>Band 8a</b>
<b>RESPONSIBLE TO</b>	<b>Pharmacist Clinical Team Manager (Clinical Support Services)</b>
<b>ACCOUNTABLE TO</b>	<b>Assistant Chief Pharmacist</b>
<b>BASE</b>	<b>Scunthorpe General Hospital</b>

### ABOUT US

Northern Lincolnshire and Goole NHS Foundation Trust is on an improvement journey with a strong focus on delivering quality care to our population of around 440,000 people. We provide a comprehensive range of secondary care services from 3 main centres, Grimsby, Goole and Scunthorpe as well as community services in North Lincolnshire.

We aim to combine our patient first approach with innovation and creativity against a backdrop of holistic team working, as encapsulated in our vision and values – kindness, courage, and respect.

### ABOUT THE POST

Leads and delivers Clinical Pharmacy services to named specialist clinical area. Provides expert pharmaceutical advice to patients and other members of the multidisciplinary team. Leads and develops relevant clinical / pharmaceutical audit and research.

### DUTIES AND RESPONSIBILITIES OF THE POST HOLDER

#### PRINCIPAL DUTIES:

1. To plan and lead the provision of ward and clinical services to designated specialist area wards and to supervise and support less experienced colleagues.
2. To work with the Assistant Chief Pharmacist in the strategic planning of clinical pharmacy services throughout the Trust.
3. To provide expert specialist advice on all Medicines Management issues to own specialist area
4. To review patients' notes and prescriptions and to provide highly specialist advice to patients, medical staff and other healthcare professionals in order to ensure safe and effective medicines management and the best in patient care.
5. To take the lead in the development of local specialist guidelines and policies (including PGDs) within own area of responsibility and to contribute to the development of Medicines Management policy Trust wide.

6. To promote safe, rational and economic use of medicinal products to own specialist area.
7. To provide Medicines Information to own specialist area.
8. To communicate relevant pharmaceutical issues across the primary/secondary care interface.
9. To develop, implement and maintain relevant pharmaceutical changes within own specialist area acting at all times within Departmental policy and / or guideline.
10. To ensure the pharmaceutical input to the discharge process is efficient and is regularly reviewed within the specialist area.
11. To analyse drug expenditure and assist in financial planning for the specialist area.
12. To represent the Department of Pharmacy at appropriate meetings involving pharmaceutical services in the specialist area, up to and including Directorate & Network level.
13. To act as a supervisor and mentor to Clinical Pharmacy Diploma students and Pre-registration Pharmacist students providing training and acting as a suitable role model.
14. To be responsible and accountable for own professional actions, working independently within professional and organisational boundaries e.g. delivering clinical pharmacy service. To be responsible for actions of others e.g. Technicians, pre-registration pharmacists, pharmacists and assistants undertaking clinical work (or other) in own area of responsibility.
15. To promote compliance with the Trust's Hospital Formulary.
16. To liaise with pharmacists in Medicines Information, Procurement, Technical Services and Patient Services on relevant issues.
17. To monitor and ensure compliance with the Trust Medicines Code and relevant legislation (including the Medicines Act, Misuse of Drugs Act and Guidelines of the Safe and Secure Handling of Medicines) and relevant local policies within the Trust.
18. To lead and undertake clinical audit of drug use within specialist area.
19. To initiate, assist and participate in all pharmaceutical aspects of research in the specialist area.
20. To assist the Assistant / Chief Pharmacists in recruitment and day to day supervision of staff / students working within and where necessary outside own specialist area.
21. To undertake normal pharmaceutical duties in the dispensary as and when required.
22. To participate in in-service training including the provision of formal / informal teaching sessions to NHS staff within and outside Pharmacy.
23. To participate in continuing education including personal Continuing Professional Development.

24. To participate in the emergency duty scheme.
25. To participate in late duty, public holiday and weekend working rotas.
26. This post is subject to Development Review.
27. Any other duties which may be required by the Chief Pharmacist for the benefit of the Service, at all sites within the Trust.
28. Trust staff are responsible for protecting themselves and others against infection risks. All staff regardless of whether clinical or not are expected to comply with current Infection Control policies and procedures and to report any problem with regard to this to their managers. All staff undertaking patient care activities must ensure that they attend Infection Control training and updates as requested by the Trust.

## PERSONAL RESPONSIBILITIES

As well as the departmental rules and procedures, which you are required to observe and follow, the Trust has developed a number of general policies and procedures which apply to your employment.

Whilst the Trust recognises specific responsibilities fall upon management, it is also the duty of all employees to accept personal responsibility for the practical application of these policies, procedures and standards. You should familiarise yourself with these, and ensure that you understand and adhere to them.

## VISION AND VALUES - RESPECT, COURAGE & KINDNESS



### Kindness

**We believe kindness is shown by caring as we would care for our loved ones**

- I will be compassionate, courteous and helpful at all times
- I will be empathetic, giving my full and undivided attention
- I will show I care by being calm, professional and considerate at all times.

## Courage

**We believe courage is the strength to do things differently and stand up for what's right**

- I will be positively involved in doing things differently to improve our services
- I will challenge poor behavior when I see it, hear it or feel it
- I will speak up when I see anything which concerns me.

## Respect

**We believe respect is having due regard for the feelings, contribution and achievements of others**

- I will be open and honest and do what I say
- I will listen to and involve others so we can be the best we can be
- I will celebrate and appreciate the successes of others.

Our values have been created in partnership with our most valuable asset – our employees. Our values set out a clear statement of our purpose and ambition, which is to provide the very best in patient care, all of the time. We recognise that without the shared values driven responsibility that each and every person in our teams have, we could not provide excellent services to the patients that we care for. Crucially we recognise that looking towards the future we must continue to create a culture that enables and drives our collective values and behaviours as an absolute fundamental foundation for both our staff and the patients that we serve.

## LEADERSHIP RESPONSIBILITIES

As a member of the Trust the Trust Board, it is expected that you to deliver your duties in line with our values and associated behaviours at all times and without exception. In addition as a Trust senior leader you will challenge and strongly encourage your teams to challenge any negative behaviours which are not in line with our Trust values.

## ADDITIONAL INFORMATION PERTINENT TO ALL STAFF

### Health and safety - Healthcare associated infection

Healthcare workers have an overriding duty of care to patients and are expected to comply fully with best practice standards. You have a responsibility to comply with Trust policies for personal and patient safety and for prevention of healthcare-associated infection (HCAI); this includes a requirement for rigorous and consistent compliance with Trust policies for hand hygiene including the 'bare below the elbows' approach, use of personal protective equipment and safe disposal of sharps. Knowledge, skills and behaviour in the workplace should reflect this; at annual appraisal you will be asked about the application of practical measures known to be effective in reducing HCAI. The Trust has the responsibility of ensuring that adequate resources are available for you to discharge your responsibilities.

### Safeguarding

The Trust has in place both a Safeguarding Children Policy and a Safeguarding Adults Policy in line with national legislation.

The Safeguarding Policies place a duty upon every employee who has contact with children, families and adults in their everyday work to safeguard and promote their welfare. In the event that you have concerns about possible harm to any child or adult you should seek advice and support from the Trust Safeguarding team or in their absence contact your line manager or your Assistant Divisional Director. Out of hours contact should be made with the on-call manager through switchboard.

The Trust has nominated Safeguarding Leads who act as contact points for support and advice if concerns are raised about a child or adults welfare. These individuals can be reached through switchboard during office hours by asking for the Named Professionals for Safeguarding Children or Adults respectively.

The policies and procedures described below are located on the intranet and internet site and you should ensure you are aware of, understand and comply with these. In addition the Trust will publicise and raise awareness of its arrangements and provide appropriate resources and training.

### **Confidentiality**

All information, both written and computer based, relating to patients' diagnosis and treatment, and the personal details of staff and patients, is strictly confidential. The Northern Lincolnshire and Goole NHS Foundation Trust and its employees have a binding legal obligation not to disclose such information to any unauthorised person(s). This duty of confidence is given legal effect by reference to the Data Protection Act 1998 and the 'right to privacy' under the Human Rights Act 1998. It applies to any information which is processed by the Trust (i.e. stored, retained, maintained as a record, amended or utilised for the Trust's purposes as an NHS Hospital), from which a living person is capable of being identified. Individuals must observe a 'need to know' principle. No member of staff may seek out any information that they do not need to undertake their duties. This applies to clinical or other personal information of any third party.

### **Equality impact assessment**

The Foundation Trust aims to design and implement services, policies and measures that meet the diverse needs of our service, population and workforce, ensuring that none are placed at a disadvantage over others. We therefore aim to ensure that in both employment and the delivery of services no individual is discriminated against by reason of their gender, gender reassignment, race, disability, age, sexual orientation, religion or religious/philosophical belief, marital status or civil partnership.