

### **JOB DESCRIPTION**

<b><u>JOB TITLE:</u></b>	Lead Clinical Pharmacist
<b><u>GRADE:</u></b>	Band 8B
<b><u>DEPARTMENT:</u></b>	Pharmacy
<b><u>LOCATION:</u></b>	As Designated
<b><u>RESPONSIBLE TO:</u></b>	Deputy Chief Pharmacist - Clinical Services
<b><u>ACCOUNTABLE TO</u></b>	Chief Pharmacist and Controlled Drugs Accountable Officer

### **MAIN PURPOSE OF THE JOB**

Provide operational and clinical leadership and development of the clinical pharmacy services to a nominated Locality Care Group within the Trust ensuring they are safe, effective, responsive and efficient

Provide day to day management of the clinical pharmacy team within a designated locality

Lead and provide subject expert input into a Locality Care Group and associated Clinical Business Units (CBUs) regarding clinical pharmacy and medicines optimisation

Provide leadership, management, support and guidance to clinical pharmacy staff working within a locality

Where appropriate, contribute to discussions involving external stakeholders regarding medicine use within a locality

### **VISION AND VALUES**

**Our Vision is:** "To work together, with compassion and care, to keep you well over the whole of your life."

**Our Values are:-**

- Caring Compassionate
- Respectful
- Honest and Transparent

OUR SHARED PURPOSE IS TO MAXIMISE OUR CONTRIBUTION TO **HIGH QUALITY, COMPASSIONATE CARE** AND TO ACHIEVE **EXCELLENT HEALTH AND WELLBEING OUTCOMES**

### **ORGANISATIONAL CHART**

See appendix 1

### **COMMUNICATION & RELATIONSHIPS**

The post holder is required to communicate and receive highly complex, sensitive and contentious information in settings where advice may be challenged by colleagues from other disciplines. Examples include presenting policies and treatment guidelines/ protocols at the Trustwide Medicines Optimisation Committee, business cases/service change proposals and medicine optimisation reports to Locality Care Group Directors and other senior managers.

The post holder will need to develop good working and professional relationships with directors, associate directors and clinical leads within the locality as well as within the pharmacy teams they lead/manage and the wider pharmacy department

The post holder's clinical pharmacy service role may at times involve managing the opposing views of 'front-line' medical and nursing staff in medicines management decision-making which affects the care of patients, including regarding prescribing quality, drug choice and other aspects of day-to-day medicines management within clinical team settings. These roles require developed influencing and interpersonal skills. They are also required to present service developments and/or research findings to large audiences at local, national and international meetings.

### **KNOWLEDGE, SKILLS, TRAINING AND EXPERIENCE**

Demonstrate specialist clinical knowledge, of relevance to the services provided by CNTW, acquired over a significant time period.

MPharm or equivalent first degree in Pharmacy

Registration with General Pharmaceutical Council

Postgraduate clinical qualification to diploma level or above

Remain professionally updated at all times and be actively aware of

Trust-wide service developments and priorities

Maintain CPD requirements for professional registration with the General Pharmaceutical Council, including for revalidation when introduced

Work to own personal professional development plan and identified own training needs as required

## **ANALYTICAL AND JUDGEMENTAL SKILLS**

Develop local prescribing guidelines, based upon the best available clinical evidence, to support safe, effective, high quality prescribing within the trust; this requires the interpretation and critical appraisal of drug information and clinical research papers which may include conflicting information and on which expert opinion varies.

To evaluate and interpret medicine-related data relevant to a designated locality for governance, safety and service development purposes e.g. clinical audit, medicine incidents, medicine developments

## **PLANNING AND ORGANISATIONAL SKILLS**

Ensure thorough effective planning and organisation of the clinical pharmacy service delivery within a designated locality. This will include allocation and rostering of staff.

Plan the development of the clinical pharmacy service within a locality, particularly in respect of advanced pharmacy roles including but not limited to prescribing, in collaboration with the CBUs and Pharmacy managers

Propose contributions to the development of long term plans, including the Trust medicines management strategy

Ensure medicines governance and safety data is regularly shared with the designated Locality Care Group and CBUs, assisting with action planning where appropriate

Plan and lead regular locality-based clinical pharmacy team meetings and communications

## **PHYSICAL SKILLS**

Standard keyboard skills

Be required to display highly developed physical skills when dispensing and checking often complex medication regimes and products both accurately and at speed.

## **RESPONSIBILITIES FOR PATIENT/CLIENT CARE**

Provide support to the Locality Care Group regarding the safe and effective use of medicines within the locality

Ensure that patient-centered medication incidents are reported to and shared with the Locality Group and CBUs, highlighting any areas or specific issues of concern, themes for appropriate action and lessons learned

Support relevant after-action reviews and serious incidents involving medicines within the locality that may impact patient care and safety

Provide pharmacy support to the serious incident review panels

To provide an advanced level clinical pharmacy service to defined wards/clinical teams, in line with professional, departmental and Trust standards and policies, including:

- Medicines reconciliation on admission to hospital
- Detailed medication reviews to provide advice on optimising the safety and effectiveness of pharmacological treatment regimens
- Contribution to the formulation of individual care plans
- Review and updating of care records
- Therapeutic drug monitoring for specific medicines with narrow therapeutic indices (e.g. lithium)
- Patient education and counselling, with regard to their medicines
- Participation in multidisciplinary team meetings
- Development of evidence based treatment guidelines/protocols for use within service directorates or across the Trust as appropriate
- Support the implementation of local and national (e.g. NICE) guidelines
- Non-medical prescribing services
- Participation in the MHRA adverse drug reaction (ADR) reporting scheme in accordance with other local and national initiatives/schemes
- Participation in the trust safety incident reporting programme

To participate in dispensary services, as required on a sessional basis

To participate in out-of-hours, weekend and Bank and Statutory Holiday working, in keeping with the Pharmacy Department arrangements

## **POLICY AND SERVICE DEVELOPMENT**

Lead on the development and implementation of the clinical pharmacy service and novel pharmacy roles within a designated locality

Represent the pharmacy department within a designated locality, providing subject expert input and effective liaison between the pharmacy department and the designated locality regarding initiatives and any pertinent issues from the locality

Make a significant contribution to the preparation of the strategic vision for clinical pharmacy services.

Prepare or contribute to business cases for developments involving pharmacy or medicines management services provided to the Trust and the designated locality

Deputise for Senior Pharmacy Managers at Trust and external meetings and committees when appropriate.

Contribute to committees, working groups and project teams which may be set up within the Trust or department or in association with local primary care organisations

Develop, maintain, implement standards and SOPs for the provision of clinical pharmacy services and pharmaceutical care; develop performance metrics and monitor the quality of these services

To respond positively and in a timely way to those changes which may occur and affect the nature, direction and delivery of pharmacy services

Contribute to medicines optimisation within a Locality Care Group, including meeting the requirements of the CQC Essential Standards of Quality and Safety, NHSLA and other key governance frameworks

Plan and deliver clinical pharmacy services to the wards and teams in the designated locality, to promote safe and effective prescribing in conjunction with operational and clinical staff

Ensure clinical pharmacy practice is evidence based and patient-centered

Ensure that patient/service user views are accounted for in the planning and implementation of service delivery

To promote and implement the local formulary, in order to ensure the safe and cost effective use of drugs throughout the Trust and at the primary/secondary care interface

Assist the Deputy Chief Pharmacist with complaints relating to clinical pharmacy services

Identify and develop prescribing audit proposals and processes within the clinical pharmacy service to ensure that all legal, professional and service requirements are met.

Ensure that medicines-related errors, complaints and incidents are investigated and managed within the Trust's guidelines

Ensure that the Deputy Chief Pharmacist is made aware of any circumstances that would, or may, mitigate against safe standards of practice and advise on corrective action.

Support the implementation of action plans arising from national (e.g. NPSA) alerts and local safety alerts

Work as a Non-Medical Prescriber (NMP) within area of competence, practicing in accordance with both GPhC regulations and also the CNTW Medicines Policy CNTW(C)17

### **FINANCIAL AND PHYSICAL RESOURCES**

Where required, contribute to the medicine budget setting of the clinical teams within a designated locality

Review medicine spend within a locality to highlight high spend medicines and areas for savings with proposed actions, liaising with relevant parties and reporting within the locality where needed

To act as an authorised signatory for ordering medicines and related items (maximum £20,000)

To support the control of medicines expenditure within the trust via;

- Ensuring the engagement of clinical pharmacy staff with the cost improvement agenda
- Monitoring drug expenditure, supporting senior managers and clinicians in identifying opportunities enhancing cost-effective prescribing and medicines management
- Supporting the implementation of the local formulary
- Managing drug stock levels and avoiding drug wastage

### **HUMAN RESOURCES**

Be managerially accountable for the day-to-day delivery of the clinical pharmacy service in a designated locality of the trust

To line manage Senior and Advanced Practitioner pharmacists working within the designated locality

Ensure effective collaboration regarding service delivery and development with the Specialist Pharmacy Technician – Clinical Service within the designated locality

Ensure that all line managed staff receive regular management supervision and undertake all statutory and mandatory and essential training in accordance with timescales

Responsible for performance management for line managed staff

Ensure the effective operation and development of the Trust appraisal scheme for all line managed staff to ensure they have the appropriate development opportunities for their current and future career needs

Provide professional clinical supervision to trainee clinical pharmacists, prioritising workload, managing workflow, delegating work, handling difficult enquiries/problems and communicating these issues to colleagues within the department

Ensure that line managed staff have adequate clinical supervision/mentorship and manage any poor performance actively with the Trust policies and procedures framework

Provide individual clinical supervision for defined clinical staff

Ensure that all Trust policies and procedures are adhered to at all times

Proactively, develop, appraise and motivate staff to ensure they can and do perform well in their job, contribute towards improvements to the clinical pharmacy service

Lead on the recruitment and retention of clinical pharmacy staff within the designated locality

Demonstrate good clinical practice through teaching at undergraduate and postgraduate level

Plan and deliver education and training for medical and other clinical staff in prescribing and therapeutics

### **INFORMATION RESOURCES**

Contribute to the Trust annual pharmacy and medicines optimisation report

Produce and present medicine optimisation reports to a designated Locality Care Group and associated CBUs

### **RESEARCH AND DEVELOPMENT**

Provide support in the provision of research and teaching, in collaboration with local University Schools of Pharmacy

Support the presentation of research findings and new service developments to local, national and international audiences through oral communications, poster presentations and publications

Contribute to the development of the pharmacy practice research strategy for the pharmacy service, acting as a supervisor and mentor for students and responsible for implementing research findings to benefit patient care

To deliver R&D and audit of practice and related medicines optimisation throughout clinical pharmacy services

To support and encourage clinical pharmacy staff to develop and research areas of current and novel practice within a designated locality

To prepare and submit at least one (joint) publication annually to reflect the innovative and successful work of the CNTW pharmacy service

Actively participate in trust-wide prescribing-related clinical audit supporting other pharmacy staff in this area and liaising with other specialties/departments as necessary

Participation in the national Prescribing Observatory in Mental Health audit programme, leading on designated audit programmes, ensuring that local action plans are developed in collaboration with the CBUs and participating teams, and trust-wide medicines optimisation actions are developed in partnership with the Lead Pharmacists for Medicines Optimisation and Quality and Safety

### **FREEDOM TO ACT**

The post holder is accountable for their professional actions, with expected results determined by the Deputy Chief Pharmacist, the post holder deciding how best they are to be delivered. They act as a lead specialist in own area of pharmacy practice, in delivering designated services to the trust, and are also guided by legal statute, professional standards/ and codes of conduct, by guidance from peers, and/or national and regional agencies, Trust policies and guidelines.

### **PHYSICAL EFFORT**

Office based role, where there may be an occasional requirement to sit at a desk for long periods (> 2hours). Required to attend meetings and visit staff throughout the organisation. Occasional light physical effort e.g. carrying computer equipment; required to drive between sites

### **MENTAL EFFORT**

There is a frequent requirement for concentration where the work pattern is unpredictable.

### **EMOTIONAL EFFORT**

Occasional exposure to distressing or emotional circumstances when providing clinical services to patients/carers, dealing with complaints, performance issues, staff sickness, disciplinary/grievance cases, organisational change. Individual staff member support

### **WORKING CONDITIONS**

Regular VDU user. Exposure to unpleasant working conditions, such as verbal or physical aggression, may be rarely encountered.

## **SAFEGUARDING**

Every employee has a responsibility for safeguarding and protecting adults and children from abuse, regardless of the setting in which the care takes place. It is every employee's responsibility to be aware of relevant Trust Policies. All employees should take part in training in order to maintain their skills. Front line practitioners should access regular supervision and support in line with local procedures.

## **HEALTH AND SAFETY**

Contribute to maintaining a safe environment of care through effective risk management. Identify risks and develop appropriate strategies to manage the risks including responding appropriately to untoward/emergency situations.

## **TRUST CLINICAL GOVERNANCE STRATEGY**

It is the responsibility of all health care professionals to play an active role in delivering the clinical governance agenda. There is a specific responsibility for individual health care professionals to be involved in auditing their own and their team's clinical performance, and to engage in activities, which continuously improve, the quality of services they provide.

### **Information of a Confidential Nature or Access to Confidential Information**

"To be aware of the nature of information dealt within the NHS and to work in a manner which ensures confidentiality and security of this information"

## **INFECTION CONTROL**

All Trust staff (clinical and non-clinical, including locum and agency staff employed by external contractors) have a personal responsibility to ensure the risk of infection to themselves, service users and visitors is minimised by ensuring that they (1) are familiar and adhere to, current Trust policy and guidance on infection prevention and control, (2) participate in the Trusts induction programme and statutory/required training in infection prevention and control and (3) consider infection prevention and control as part of their appraisal and/or personal development plans'.

## **CALDICOTT RESPONSIBILITIES:**

1. **Justify the purpose (s) of every proposed use or transfer** - every proposed use or transfer of patient-identifiable information within an organisation should be clearly defined and scrutinised, with continuing uses regularly reviewed by an appropriate guardian.
2. **Don't use it unless it is absolutely necessary** - Patient-identifiable information should not be used unless there is no alternative, **where this is the case permission should be obtained.**

3. **Use the minimum** necessary - Where use of patient-identifiable information is considered to be essential, each individual item of information should be justified with the aim of reducing identification.
4. Access should be on a strict **need-to-know** basis - Only those individuals who need access to patient-identifiable information should have access to it, and they should only have access to the information items that they need to see.
5. Everyone with access to it should be **aware of their responsibilities** - Action should be taken to ensure that those handling patient-identifiable information are aware of their responsibilities and obligations to respect patient confidentiality.
6. **Understand and comply with the law** - Every use of patient-identifiable information must be lawful. Each department must have someone responsible for ensuring that the organisation complies with legal requirements.

### **ACCESS TO CONFIDENTIAL INFORMATION:**

To be aware of the nature of information dealt with within the NHS, and to work in a manner which ensures confidentiality and security of this information.

This job description is not intended to be an exhaustive list of the duties and responsibilities of the post and the post holder may be requested to carry out any other duties appropriate to the grade or post.

The post may change over time to meet organisational requirements and the job description may be changed after consultation with the post holder at any time.

### **JOB DESCRIPTION AGREEMENT**

**Post Title:** .....

**Post Holder's Name:** .....

**Post Holder's Signature:** .....**Date:** .....

**Line Manager's Name:** .....

**Line Manager's Signature:** .....**Date:** .....

## **PERSON SPECIFICATION**

	<b><u>Essential</u></b>	<b><u>Desirable</u></b>
<b><u>Education and Qualification</u></b>	<p>MPharm or equivalent first degree in Pharmacy</p> <p>Registration with General Pharmaceutical Council</p> <p>Postgraduate clinical qualification to diploma level or above</p> <p>Evidence of commitment to CPD' as a minimum to meet the mandatory requirements of the General Pharmaceutical Council</p>	<p>Qualified Prescriber – Independent / Supplementary</p> <p>Management / Leadership qualification</p>
<b><u>Knowledge and Experience</u></b>	<p>Substantial post registration experience within NHS pharmacy practice</p> <p>Human resources management</p> <p>Significant experience in providing clinical pharmacy services within an NHS secondary care setting</p> <p>Demonstrable understanding of Key NHS and pharmacy issues</p>	
<b><u>Skills and Competencies</u></b>	<p>Excellent verbal &amp; written communication skills</p> <p>Advanced computer literacy skill including analytic tools</p> <p>Excellent communication skills with demonstrable ability to present complex or sensitive information to large groups of clinicians or senior managers</p> <p>Good negotiation and motivational skills</p> <p>Good planning, prioritisation and time management skills</p> <p>Good analytical and</p>	

	judgemental skills	
<b><u>Role/Team specific requirements</u></b>	<p>Proven ability to work alone and as part of a team</p> <p>Ability to deliver high quality work to deadline</p>	
<b><u>Personal Characteristics</u></b>	<p>Enthusiastic and cheerful</p> <p>High degree of personal integrity</p> <p>Professional in appearance</p> <p>Excellent interpersonal skills</p> <p>Innovative thinker</p>	
<b><u>Additional Requirements</u></b>	Ability to meet the mobility requirements of the post	