

# Recruitment information pack



**PUSH THE BOUNDARIES**

ENJOY FLEXIBLE WORKING

EXPERIENCE THE LONDON LIFESTYLE



**IMPACT ON PATIENT OUTCOMES**

DIFFERENT ENVIRONMENTS

FLEXIBLE WORKING



# WHO WE ARE

Join Imperial College Healthcare and become part of a community of 12,000 staff working with a wide range of partners to offer 'better health, for life'.

Formed in 2007, we are one of the largest NHS trusts in the country – providing acute and specialist care to over a million patients each year in central and north London and beyond.

With a global reputation for ground-breaking research and innovation as well as excellence in education, we offer huge expertise across a wide range of clinical specialities.

Alongside our five hospitals – Charing Cross, Hammersmith, Queen Charlotte's & Chelsea, St Mary's and the Western Eye – we have a growing number of community and digital services, reflecting our commitment to developing more integrated care with our partners. We also provide private healthcare at all of our hospitals (in dedicated facilities).

Together with Imperial College London and two other NHS trusts, we form one of six academic health science centres in the UK – focussed on translating research into better patient care. We also host one of 20 National Institute for Health Research biomedical research centres in partnership with Imperial College London.

Our mission is to be a key partner in our local health system and to drive health and healthcare innovation, delivering outstanding care, education and research with local, national and worldwide impact.

# OUR VALUES AND BEHAVIOURS

With our staff and partners, we have developed a clear and ambitious vision as well as a set of core values that shape everything we do. Together they guide our organisational strategy and our behaviours framework:

- **Kind:** we are considerate and thoughtful so everyone feels valued, respected and included
- **Collaborative:** We actively seek others' views and ideas so we can achieve more together
- **Expert:** We draw on diverse skills, knowledge and experience so we provide the best possible care
- **Aspirational:** We are receptive and responsive to new thinking, so we never stop learning, discovering and improving

# OUR HOSPITALS

## Our hospitals and services

We have five hospitals on four sites, as well as a growing number of community and digital services across central and west London:

### **Charing Cross Hospital, Hammersmith.**

Charing Cross Hospital offers outstanding day surgery and cancer care, award-winning dementia services and medicine for the elderly, and is a renowned tertiary centre for

**Reach your potential in hospitals that make history**

Charing Cross | Hammersmith | St Mary's |  
Queen Charlotte's & Chelsea | Western Eye

neurosurgery with a hyper-acute stroke unit. It is also a hub for integrated care in partnership with local GPs and community providers.

### **Hammersmith Hospital, Acton**

Hammersmith Hospital is a specialist hospital renowned for its strong research connections and haematology service. It is home to a dedicated heart attack centre and Europe's largest renal transplant centre.

### **Queen Charlotte's & Chelsea Hospital, Acton**

Queen Charlotte's & Chelsea Hospital is a maternity, women's and neonatal care hospital. It is a tertiary referral centre and looks after women with high-risk, complicated pregnancies, as providing a midwife-led birth centre.

### **St Mary's Hospital, Paddington**

St Mary's Hospital is a large, acute hospital and hosts one of the four major trauma centres in London, alongside a 24-hour A&E department. With one of the most renowned paediatric services in the country, St Mary's is also home to Imperial Private Healthcare's Lindo Wing.

### **Western Eye, Marylebone**

The Western Eye Hospital is a specialist hub for ophthalmic services in West London with a 24/7 eye A&E – providing emergency treatment for both adults and children. Facilities include: outpatients, inpatients, day case and emergency services.

## **WHY JOIN US?**

### **Reach your potential through outstanding learning and development opportunities**

Every year we welcome hundreds of doctors, nurses and other healthcare professionals to train with us. We support staff to pursue formal education, conduct research and take part in courses, seminars and training programmes – including giving study leave. Wherever you are in your career, we offer opportunities for continuing professional development (CPD). If you are starting in an entry-level role, we also offer NVQ level two and level three qualifications. We also have a number of leadership development programmes to support you as you progress, alongside cross-specialty and cross-profession clinical education.

### **Experience the rich heritage of hospitals that have made history**

Some of our clinicians' achievements continue to transform healthcare practice and make a lasting impact on the world. In 1928, Alexander Fleming discovered the antibiotic penicillin at St Mary's revolutionising medicine and earning himself a Nobel prize – this is just one in a long line of many discoveries and developments that have put us on the map as at the forefront of innovation.

### **Draw on huge expertise as part of a strong international community**

Get ready to work with colleagues from all over the world with a sense of community, wellbeing and shared endeavour. We look after children, adolescents and adults – caring for tiny babies through to patients who need end of life care. We have a global reputation for our expertise in areas like: cardiology, haematology, renal and transplantation, infectious

### **Reach your potential in hospitals that make history**

Charing Cross | Hammersmith | St Mary's |  
Queen Charlotte's & Chelsea | Western Eye

diseases, neurology and trauma care – to name just a few. We are part of the prestigious [Shelford Group](#) – the top ten NHS multi-specialty academic healthcare organisations dedicated to excellence in research, education and patient care.

### **Feel supported by a positive culture**

You can expect leadership and the chance to do your best in an open, respectful working environment supported by a shared set of values. Our leadership team ensure they are accessible – meeting staff at monthly CEO sessions and on ward walk rounds. Every employee has an annual personal development review to discuss their progress and development needs. We have a number of thriving staff networks at the Trust for you to join including: the leadership network; the women's network, the LGBT+ network and the nursing and midwifery BAME network.

### **Recognition and career progression**

We value our staff and recognise the unique contributions they make to their patients and colleagues with our [Make a Difference](#) recognition scheme and annual awards ceremony. We encourage patients, members of the public, visitors, carers as well as colleagues to nominate our staff when they go the extra mile and celebrate the dedication of long-serving staff. Every year you'll have a personal development review where you'll identify objectives and development needs for the next year. Together you and your manager will establish a plan to help you fast-forward your career and gain the experience and skill you need to progress to the next level.

### **Conduct research here**

Our clinicians work alongside biomedical scientists, chemists, physicists and engineers from Imperial College London to develop new ways of diagnosing, treating and preventing disease. As part of an academic health science centre, we aim to apply research discoveries to healthcare as quickly as possible so we can improve the lives of NHS patients and populations around the world. Our culture is about identifying research opportunities and supporting our staff to pursue them. One of our goals is to encourage many more healthcare professionals outside of medicine to pursue academic careers by providing research skills training sessions, grant-writing support and access to fellowship opportunities. As of 2018/19 we have 600 active research projects.

### **Access brilliant benefits and enjoy a new social life**

Join the NHS pension scheme – one of the most generous schemes in the UK. Have the opportunity to work flexibly. Benefit from on-site accommodation and employee travel. Voluntary benefits include: season ticket loan, on-site nurseries, childcare vouchers, cycle to work scheme, fitness facilities and well-being initiatives including yoga and meditation classes. Join the Trust's choir or orchestra, running club or football club, or become a member of the Charity's Arts Club to receive exclusive access to free exhibitions at the Tate Modern and shows. You can even enter the Royal Albert Hall ballot and win tickets to music events! Experience the best that London can offer on your doorstep – benefit from generous London weighting supplements that will help you make the most of it!

# JOB DESCRIPTION

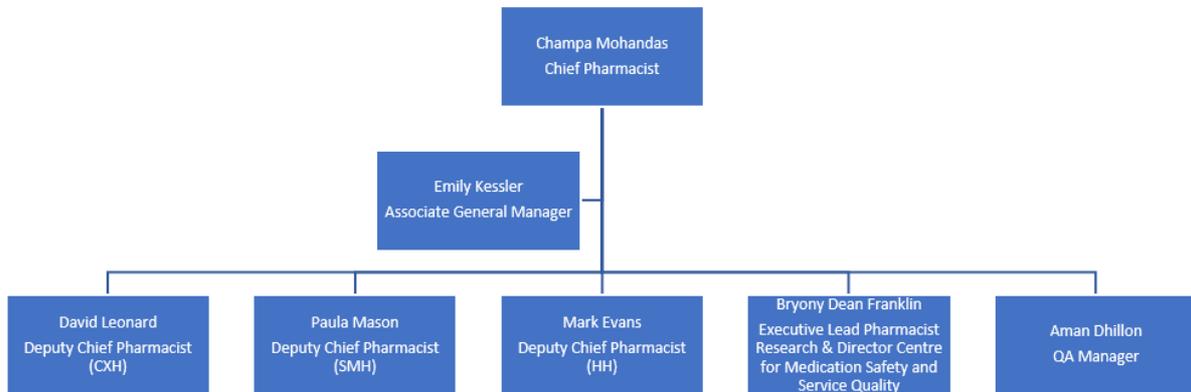
Job Title	Specialist Surgery Pharmacist
Band	7
Directorate/ Department	Pharmacy
Division	Womens, Children & Clinical Support
Location of work	Pharmacy, All sites
Hours	37.5 hours
Reports to	Senior Lead or Lead Pharmacist - Surgery
Accountable to	Chief of Service for Pharmacy, Imperial College Healthcare NHS Trust

## 1. Job purpose

- To support the Senior Lead Pharmacists for each rotation in the participation & development of clinical pharmacy services to adult surgical rotational areas. Specialities on sites can vary, they currently are:
  - St Mary's hospital site - (major trauma, colorectal, bariatric, vascular, emergency orthopaedic, surgical rehabilitation, plastic surgical specialties)
  - Hammersmith hospital site - (hepatobiliary, endocrine/ENT, upper gastrointestinal surgical specialties)
  - Charing Cross hospital site - (elective/emergency colorectal, urology, gender reassignment, elective orthopaedic, plastic, ENT, Ophthalmology and breast surgical specialties)
  - Western Eye hospital site (ophthalmology – primarily off-site directorate activities)
- Rotations per site will be 6-9 months in length (though may vary depending on service provision)
- To ensure the safe, clinically effective & cost efficient use of medicines within each rotation
- To improve the quality of pharmaceutical care to patients
- To gain knowledge & experience in the medical and surgical management for common diseases in each surgical rotation
- To gain experience on the funding and monitoring of in-tariff and high cost drugs
- To support & develop trainee pharmacists, band 6 pharmacists & medicines management pharmacy technicians as appropriate

## 2. Key stakeholders

- The senior management structure in pharmacy is as follows:



### Liaises with:

- Medical, nursing, pharmacy staff
- Patients and their carers
- Pharmacists and pre-registration pharmacists
- Pharmacy technicians (students and qualified)
- Pharmacy assistants
- Pharmacy A&C staff
- Service Agreements Staff
- Community pharmacy staff
- CCG/CSU pharmacists
- Other allied healthcare professionals within the multi-disciplinary team

## 3. Key areas of responsibility

- To rotate between St Mary's, Hammersmith and Charing Cross hospital sites
- To provide a comprehensive clinical pharmacy service to surgical wards
- To ensure the safe, clinically effective and cost efficient use of medicines
- To undertake quality improvement projects to drive efficiency in surgical admissions, discharge and medicines safety
- To undertake medicines expenditure surveillance
- To ensure safe and appropriate use of medicines through audit and service evaluation
- To support & develop trainee pharmacists, band 6 pharmacists & medicines management pharmacy technicians as appropriate

## 4. General Responsibilities

1. *Service Provision*

- 1.1 To undertake an advanced level of clinical pharmacy service to in-patients (surgical specialities depend on the site) and adhere to the clinical pharmacy services standards
- 1.2 To help the Senior Lead Pharmacist develop the clinical pharmacy services within surgical areas
- 1.3 To facilitate the prompt discharge of patients
- 1.4 To act as one of the points of contact to answer clinical queries within the rotation
- 1.5 To actively participate in ward rounds and/or MDTs providing clinical and financial advice as appropriate to the rotation
- 1.6 To contribute to the implementation of any relevant NICE or other national recommendations pertinent to prescribing within the rotation
- 1.7 To contribute to the training of healthcare professionals in medicines as appropriate to the rotation
- 1.8 To participate in the development and audit of medicine related clinical guidelines
- 1.9 To contribute towards the review / implementation/ writing of medicine related treatment guidelines, procedures and PGDs
- 1.10 To proactively promote safe and evidence based prescribing with all grades of prescribers in line with local and national initiatives and guidelines
- 1.11 To meet any medication-related needs of the rotation including facilitating or leading on medicines supply problems under the supervision of a Lead or Senior Lead Pharmacist
- 1.12 To take a pro-active role in helping the Senior Lead Pharmacist reduce expenditure in their areas
- 1.13 To provide and analyse medicines expenditure reports as requested
- 1.14 To participate in formulary development as appropriate to the rotation
- 1.15 To rationalise medication for individual patients in conjunction with the medical and nursing staff
- 1.16 To liaise with community pharmacists and carers on the continuing supply of discharge medication and medicines management issues
- 1.17 To encourage, facilitate and participate in adverse drug reaction and error reporting
- 1.18 To contribute towards investigation of drug related incidents and complaints as required by the Senior Lead pharmacist
- 1.19 To represent pharmacy at appropriate internal and external meetings

## 2 *Clinical Practice*

- 2.1 To act as a clinical role model to all pharmacists and ensure the safe, clinically effective, evidence based and cost efficient use of drugs

- 2.2 To train and work as a Non-Medical Prescriber according to Trust Policies and within your identified scope of practice, as appropriate to the role
- 2.3 To professionally screen/check prescriptions, thus taking professional responsibility, as required by legislation
- 2.4 To participate and be actively involved in the Trust antimicrobial stewardship programme
- 2.5 To plan, monitor and review drug treatment protocols including implementation of new drugs and treatment strategies
- 2.6 To facilitate the access of medicines, safe and appropriate prescribing and administration of medicines through the development and update of Cerner orders, care sets and CMM new lines
- 2.7 To optimise patient knowledge of their drugs including counselling patients and relatives where necessary
- 2.8 To enhance the quality of patient care and experience
- 2.9 To ensure that in-patients reviewed have accurate drug histories documented, any supplies of their own medication checked, and any medication required supplied as soon as possible. To ensure that all changes to medication are communicated to the GP on discharge.
- 2.10 To demonstrate expert clinical knowledge
- 2.11 To influence prescribers and recommend changes to patient's treatment where appropriate
- 2.12 To make decisions with limited information
- 2.13 To work with a whole-system patient focused approach
- 2.14 To communicate with patients and health care professionals
- 2.15 To prioritise clinical interventions according to individual patient needs
- 2.16 To help with the monitoring and implementation of Clinical Management Guidelines and Formulary adherence
- 2.17 To contribute to the implementation of national guidance as needed

### 3 *General Service Provision*

- 3.1 To provide a high quality, patient focused pharmaceutical service to in-patients, outpatients, at discharge and other patients as required by the rotation
- 3.2 To input prescription information using the Pharmacy Computer system
- 3.3 To be able to use the computerised e-prescribing & medical notes system used in the Trust

- 3.4 To dispense and supply drugs to patients (including using the automated dispensing system ('Robot'))
- 3.5 To provide evaluated pharmaceutical advice and information, to all health care professionals and patients of the Trust using on-line databases and primary sources
- 3.6 To have a working knowledge of pharmacy stock control and ordering systems
- 3.7 To collect and handle prescription monies according to Government and Trust policy

#### **4 Staff Management**

- 4.1 To facilitate the operational management of surgical team ward rotas and afternoon discharge services in line with staff planned and unplanned leave
- 4.2 To contribute as required to the appraisal & personal development of junior pharmacy staff by providing feedback as required and acting as a line manager where appropriate

#### **5 Training and Development**

- 5.1 To participate in education and training of other healthcare professionals under the guidance of the Senior Lead Pharmacist for the rotation
- 5.2 To participate in education and training schemes and meetings organised within the Department
- 5.3 To participate in other areas of pharmacy practice in order to ensure a broad base of pharmaceutical knowledge
- 5.4 To undertake continual professional development and maintain a CPD portfolio, in line with requirements of professional body, including continuing education, undertaking trust statutory mandatory training and attendance at appropriate courses and study days
- 5.5 To participate in the pharmacy department and Trust appraisal system
- 5.6 To supervise pharmacy staff as appropriate to job role e.g. medicines management pharmacy technicians, trainee pharmacists

#### **6 General Duties**

- 6.1 To participate in all relevant departmental meetings and contribute to effective communication within the pharmacy and rotation (as appropriate)
- 6.2 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
- 6.3 To provide a high quality, customer focused pharmaceutical service to patients within the Trust (out-patients and in-patients)
- 6.4 To have a working knowledge of all procedures, legislation or national guidelines relating to the storage and dispensing of unlicensed medicinal products, controlled drugs, oral chemotherapy and clinical trials
- 6.5 To have a working knowledge of pharmacy stock control and ordering systems

- 6.6 To at all times practice in accordance with the Code of Ethics of the General Pharmaceutical Council
- 6.7 To uphold the security of drugs and the premises at all times
- 6.8 To participate in general department rotas including (but not exclusively) weekends, bank holidays, out of hours and late duties
- 6.9 To be a member of the pharmacy senior staff
- 6.10 To attend clinical pharmacy meetings

## *7 Other Duties*

- 7.1 To be actively involved in undertaking projects and audits to continually review and improve the quality of service provision e.g. discharges times, ward stock review, statutory controlled drugs checks, medication safety, pharmacy interventions and contributions
- 7.2 To attend courses & study days as deemed appropriate by the Executive Lead Pharmacist
- 7.3 To undertake any other duties commensurate with the grade as requested by the Chief of Service for Pharmacy or other Senior Pharmacists

## **5. Scope and Purpose of Job Description**

A job description does not constitute a 'term and condition of employment'. It is provided only as a guide to assist the employee in the performance of their job. The Trust is a fast moving organisation and therefore changes in employees' duties may be necessary from time to time. The job description is not intended to be an inflexible or finite list of tasks and may be varied from time to time after consultation/discussion with the postholder.

## PERSON SPECIFICATION

Directorate/ Department	Job Title	Band
Womens, Children & Clinical Support / Pharmacy	Specialist Surgery Pharmacist	7

Criteria Relevant to the Role	Essential	Desirable
Education/ Qualifications	<ul style="list-style-type: none"> <li>• Masters Degree in Pharmacy or equivalent</li> <li>• Member of the General Pharmaceutical Council</li> <li>• Certificate in Pharmacy Diploma or equivalent relevant postgraduate experience &amp; studying for completion of full Diploma</li> <li>• Undertakes continuing professional development (CPD) and maintains a CPD portfolio and professional revalidation</li> </ul>	<ul style="list-style-type: none"> <li>• Completed full Diploma in Clinical Pharmacy or equivalent Post Graduate Qualification</li> <li>• Member of the Royal Pharmaceutical Society of Great Britain</li> <li>• Non-medical prescribing qualification</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Appropriate post-registration training and experience in hospital pharmacy - this must include a solid grounding in all aspects of hospital pharmacy practice (medicines information, aseptic services, ward services and dispensing)</li> <li>• Demonstrate the ability to appropriately recommend, substantiate and communicate therapeutic options for patients</li> <li>• Practical clinical experience covering a range of specialities including medicine &amp; surgery with a broad knowledge of therapeutics</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in working in adult surgical specialty or multiple surgical specialty areas</li> <li>• Experience of drug expenditure reporting</li> <li>• Experience of managing funding applications for PbR excluded drugs and/or online databases such as Blueteq</li> <li>• Previous experience in delivering training and education</li> <li>• Evidence of developing or assisting in the development of drug</li> </ul>

	<ul style="list-style-type: none"> <li>• Undertaken a minimum of 1 inpatient clinical rotation in a surgical area</li> <li>• Demonstrable use of clinical audit, service evaluation or quality improvement project to improve practice</li> </ul>	<p>policies, procedures, guidelines or PGDs</p>
Skills/Knowledge/Abilities	<ul style="list-style-type: none"> <li>• Good ability to organise and prioritise work</li> <li>• Demonstrates a good level of language acquisition and accuracy with verbal and written communication</li> <li>• The ability to communicate empathetically towards patients</li> <li>• Ability to communicate &amp; present information to a wide range of professionals</li> <li>• Good clinical practice knowledge including the ability to analyse patient specific information to advise on management of medicines</li> <li>• Ability to influence senior pharmacy and medical staff, the multidisciplinary team and management</li> <li>• A good understanding of national and local priorities</li> <li>• Analytical ability for problem solving</li> <li>• Good ability to use computer systems including Excel, Word &amp; NHS/online databases</li> <li>• Able to work under pressure</li> <li>• Self-motivated &amp; enthusiastic</li> <li>• Good personal organisation and time management skills</li> <li>• Ability to identify and manage risks related to medication processes</li> <li>• Demonstrates awareness of and commitment to the Clinical Governance agenda</li> <li>• Shows a proactive approach to service improvement and team working</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of using electronic prescribing systems</li> <li>• Good understanding of financial aspects of PbR excluded medicines / Blueteq</li> <li>• Able to obtain, interpret, analyse &amp; report on drug expenditure</li> <li>• Good understanding of nutrition, modes of nutrition and enteral access</li> <li>• Good understanding of the role of parenteral nutrition</li> </ul>
Values and Behaviours	<ul style="list-style-type: none"> <li>• Demonstrable ability to meet Trust values</li> </ul>	

	<ul style="list-style-type: none"> <li>• Demonstrates interest and motivation in surgical clinical pharmacy</li> </ul>	
Other Requirements	<ul style="list-style-type: none"> <li>• Sufficient to fulfil the duties of the post with any aids and adaptations</li> </ul>	

## Additional information

### 1. Health and safety

All staff are required to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law whilst following recognised codes of practice and Trust policies on health and safety.

### 2. Medical Examinations

All appointments are conditional upon prior health clearance. Failure to provide continuing satisfactory evidence if required, e.g. of immunization, will be regarded as a breach of contract.

### 3. Equal Opportunities

The Trust aims to promote equal opportunities. A copy of our Equality Opportunities Policy is available from the Human Resources department. Members of staff must ensure that they treat other members of staff, patients and visitors with dignity and respect at all times and report any breaches of this to the appropriate manager.

### 4. Safeguarding children and vulnerable adults

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of specific duties relating to their role.

### 5. Disclosure & Barring Service/Safeguarding Children & Vulnerable Adults

Applicants for many posts in the NHS are exempt from the Rehabilitation of Offenders Act 1974. Applicants who are offered employment for such posts will be subject to a criminal record check from the Disclosure & Barring Service before appointment is confirmed. This includes details of cautions, reprimands and final warnings, as well as convictions. Further information can be found via: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>. Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of specific duties relating to their role. Staff are obliged to disclose to the Trust during employment any pending criminal convictions, including cautions, and any other information relevant to the safeguarding of children or vulnerable adults.

### 6. Professional Registration

Staff undertaking work which requires professional registration are responsible for ensuring that they are so registered and that they comply with any Codes of Conduct applicable to that profession. Proof of registration must be produced on appointment and at any time subsequently on request.

## **7. Work Visa/ Permits/Leave to Remain**

If you are a non-resident of the UK or EEA you are required to have a valid work visa and leave to remain in the UK, which is renewed as required. The Trust is unable to employ or continue to employ you if you require but do not have a valid work visa and/or leave to remain in the UK.

## **8. Conflict of Interests**

You may not without the consent of the Trust engage in any outside employment and in particular you are disqualified from an appointment as a chair or Non-Executive Director of another NHS Trust whilst you are employed by this Trust. In accordance with the Trust's Conflict of Interest Policy you must declare to your manager all private interests which could potentially result in personal gain as a consequence of your employment position in the Trust. The NHS Code of Conduct and Standards of Business Conduct for NHS Staff require you to declare all situations where you or a close relative or associate has a controlling interest in a business or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. You must therefore register such interests with the Trust, either on appointment or subsequently.

## **9. Infection control**

It is the responsibility of all staff, whether clinical or non-clinical, to familiarise themselves with and adhere to current policy in relation to the prevention of the spread of infection and the wearing of uniforms.

**Clinical staff** – on entering and leaving clinical areas, and between contacts with patients, staff should ensure that they apply alcohol gel to their hands and wash their hands frequently with soap and water. In addition, staff should ensure the appropriate use of personal protective clothing and the appropriate administration of antibiotic therapy. Staffs are required to communicate any infection risks to the infection control team and, upon receipt of their advice, report hospital-acquired infections in line with the Trust's Incident Reporting Policy.

**Non clinical staff and sub-contracted staff** – on entering and leaving clinical areas and between contacts with patients all staff should ensure they apply alcohol gel to their hands and be guided by clinical staff as to further preventative measures required. It is also essential for staff to wash their hands frequently with soap and water.

**Flu vaccination** – the Trust's expectation is that all patient-facing staff have an annual flu vaccination, provided free of charge by the Trust. Staffs have a responsibility to encourage adherence with policy amongst colleagues, visitors and patients and should challenge those who do not comply. You are also required to keep up to date with the latest infection control guidance via the documents library section on the intranet.

## **10. No Smoking**

The Trust operates a smoke free policy.

## **11. Professional Association/Trade Union Membership**

The Trust is committed to working in partnership with Trades Unions and actively encourages staff to join any Trade Union of their choice, subject to any rules for membership that the Trade Union may apply.