**JOB DESCRIPTION**

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| **Job Title:** | **Rotational Clinical Pharmacist** |
| **Band:** | **Band 6** |
| **Department/Directorate** | **Pharmacy Department, North Devon District Hospital** |
| **Accountable to:** | Director of Pharmacy |
| **Responsible to:** | Clinical Pharmacy Service Manager |

**JOB PURPOSE**

* To work with a team of clinical pharmacists and pharmacy staff to provide a comprehensive service to wards and departments
* To be a part of a rotational programme, providing a pharmacy service to surgical wards, medical wards, paediatric wards, community hospitals, technical services, mental health services and primary care networks (PCN)
* To fulfil dispensary duties, including clinical checking of prescriptions, final checking of dispensed items and clinical trials work
* Provide medicines advice to healthcare professionals, patients and their carers
* Undertake medicine information queries
* Undertake the post graduate Clinical Pharmacy Diploma
* Provide weekend and out of hours on-call pharmacy services

**CONTEXT-**

The North Devon District Hospital pharmacy department provides pharmacy services to the acute hospital, community hospitals, hospice, mental health services and across the primary and secondary care interface in the North Devon area.

The team of clinical pharmacists provides the clinical pharmacy service to all acute beds, with the post holder being responsible for approximately 50 beds on a day to day basis. The post holder will be required to fulfil all tasks in their designated clinical area and during their allotted dispensary slots and to work as part of the pharmacy and wider multidisciplinary team. The post holder may also be required to work in other areas, as appropriately directed by their line manager.

**JOB SUMMARY**

* As part of the clinical pharmacy team to provide a pharmacy service to inpatients and to the designated ward or clinical area
* Play an active role in dispensary duties to answer queries and ensure its smooth running
* Supervision of pre-registration pharmacists, medicines management technicians, medicines management assistants, pharmacy assistants and pharmacy students
* Rotate on a quarterly basis to provide pharmacy service to medical wards, surgical wards, mental health wards, technical services, community hospitals and PCNs.
* This job is based in Barnstaple, North Devon. There is currently no requirement for cross site working with the Wonford Exeter site

**KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES:**

*Ward Based Responsibility for Patient and Client Care*

* To advise medical and nursing staff on the selection of appropriate medicines, their administration and their cost, in line with the hospital formulary
* Medicines reconciliation on admission
* Review medication to ensure safe and effective use and consideration of the individual patient, their diagnosis, comorbidities, concurrent medications and blood results and advise medical staff on tailoring patient’s treatment
* Identify and actively participate in the resolution of pharmaceutical issues on admission, during admission and on discharge
* Liaise with GPs and community staff to answer medication queries regarding patients post discharge
* Educate and counsel patients on the safe and effective use of their medication
* Advise medical team on out of stock items and suggest alternatives where appropriate
* Ensure the safe discharge of patients and the completeness of medication records on discharge prescriptions
* Liaising with patients, carers, colleagues, managers and visitors, to include pharmacy staff, hospital doctors, ward/other hospital staff and GPs in relation to medications issues and discharge planning

*Dispensary*

* Clinical assessment of outpatient prescriptions in the dispensary
* Liaising with prescribers to resolve prescription issues
* Accurate dispensing of medications
* Accurate final checking of prescriptions
* Counsel outpatients on the safe and effective use of medications
* Prioritise dispensary workload
* Support other members of the pharmacy team in dispensary by providing advice on the correct procedures, dispensing and other issues that arise
* Answer queries from patients, staff and other healthcare professionals

*Staff Development and Training*

* Act as a role model and mentor for pre-registration pharmacists
* Supervise the work of less experienced staff
* Supervision of trainee pharmacists, medicines management technicians/assistants, pharmacy assistants and pharmacy students
* Appropriate delegation
* Management and prioritising of your own ward workload
* To study for and complete a post-graduate qualification in clinical pharmacy (Diploma in Pharmacy Practice)

*Analytical and Judgement Skills*

* Provide safe and efficient service to inpatients, day patients and outpatients
* Analyse drug charts and patient information in order to provide advice on medicines and dosage
* Analyse patient’s blood results in relation to their drugs and provide advice to medical staff

*Planning and Organisational Skills*

* Prioritising own workload
* Identify patients at ward level who need pharmaceutical input (i.e. counselling regarding medication prior to discharge)
* When the sole pharmacist in dispensary, ensuring work is coordinated and prioritised in conjunction with the senior technicians

*Responsibility for Following and Development of Policies and Services*

* Responsible for ensuring designated ward area’s controlled drugs are audited and checked every 3 months
* Ensure compliance with the Medicines Policy
* Comply with the department’s health and safety policy and ensure that all work in done in line with SOPs
* Follow departmental procedures and ensure all actions are documented where appropriate
* Ensure the services comply with current legislation and GPhC ethical guidelines
* Record incidents so that areas for concern may be highlighted, addressed and practice improved
* Participate in any changes in practice which are needed in order to reduce an identified risk
* Be involved in the maintenance of medicines management and ‘one stop’ dispensing
* Be involved in other work, as agreed with the Director of Pharmacy

*Responsibility for Financial and Physical Resources*

* Ensure compliance with the hospital formulary
* Ensure compliance with appropriate medicines legislation
* Identify and propose reasonable changes to ward stock list in designated clinical area
* Responsible for the receipt of controlled drugs into the pharmacy

*Responsibility for Human Resources*

* Assist in training of pharmaceutical, medical, nursing and other staff
* Remain up to date with advances in medicines and pharmacy
* Commitment to CPD
* Provide clinical pharmacy services to a range of allocated ward(s) by rotating through specialities
* Fulfil the requirements of the clinical Pharmacy Diploma, under the supervision of the diploma mentor

*Responsibility for Information Resources*

* Answer medical information queries, including out of hours medicines queries

*Responsibility for Research and Development*

* Participate in regular audits
* Be involved in the provision of clinical trial medication

*Decision Making*

* Assist in the provision of pharmacist cover for the dispensary, clinical checking of prescriptions, prioritisation of workload, final checking of dispensed items, answering medications queries and liaising with medical staff
* Rotating through the pharmacist department sections including clinical pharmacy, dispensary, medicines information, technical services, community hospitals and mental health
* Participate in the provision of out of hours and weekend services, working as the sole pharmacist

*Working Conditions*

* Handling medicines including cytotoxic drugs
* Handling potentially hazardous materials that have been returned to the pharmacy or brought in by patients
* Working in aseptic conditions in technical services
* The post holder will be expected to work flexible hours as required to provide extended days and weekends/bank holiday cover

*Computer Systems*

* Use the Pharmacy computer systems (inpatient ambulatory, MyCare) to produce labels, locate drugs and screen charts, as well as communicate with other staff and update patient notes. At the time of starting the Trust will be fully live with EPMA across all sites.
* Be familiar with word, spread sheets, presentation software and emails

*Physical Effort*

* Occasional lifting of up to 12kg

*Mental Effort*

* Long periods of concentration, especially when checking in a busy, noisy environment with many distractions

*Emotional Effort*

* Working in a ward environment and seeing ill patients, some of whom may be distressed

*Miscellaneous*

* Attend and participate in regular pharmacy team meetings
* Maintain competency to provide an on call and out of hours service, being the sole pharmacist responsible for the safe running of the pharmacy out of hours and answering queries that may arise

**KEY WORKING RELATIONSHIPS**

To include communication via verbal, written and electronic media:

*Internal to the Trust*

* Pharmacy staff
* Ward multi-disciplinary team, including doctors, nurses, discharge coordinators and other ward staff
* Patients and their carers

*External to the Trust*

* Staff working within the mental health unit
* Community pharmacy and CCG staff
* GPs
* Families/carers of patients and other members of the public
* Residential/Nursing home staff

**Organisational Chart:**

Post Holder (Rotational Clinical Pharmacist)

Clinical Lead

Clinical Pharmacy Manager

Chief Pharmacist

**GENERAL**

This is a description of the job as it is presently constituted. It is the practice of this organisation to periodically examine employee’s job descriptions and to update them to ensure they relate to the job being performed, or to incorporate changes that are proposed. This procedure is jointly conducted by each manager in consultation with employees, and post holders are expected to participate fully in such discussions. It is the organisation’s aim to reach agreement to reasonable changes, but it agreement is not possible, management reserves the right ot insist on changes to your job description after consultation with you.

We aim to make all our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost effective way of doing so. We share our knowledge with neighbouring healthcare agencies and professionals.

We recruit competent staff whom we support in maintaining and extending their skills in accordance with the needs of the people who we serve. We will pay staff fairly and recognise the whole staffs’ commitment to meeting the needs of our patients.

The Trust operates a ‘non smoking or vaping’ policy. Employees are not able to smoke or vape aywhere within the premises of the Trust or when outside on official business.

All employees must demonstrate a positive attitude to Trust equality policies and equlaity Schemes. Employees must not discriminate on the grounds of sex, colour, race, ethnic or national beliefs, marital status, age, disability, sexual orientation, religion or belief and will treat patients, colleagues and members of the public with dignity and respect.

If the post holder is required to travel to meet the needs of the job, we will make reasonable adjustment, if required, as defined by the Equality Act 2010.

**SAFEGUARDING**

Northern Devon Healthcare NHS Trust has a safeguarding policy and is commited to the protection of children and adults. The post holder must be fully aware of and understand their duties and responsibilities arising from the Children’s Act 2004 and Working Together in relation to child protection and safehuarding children and young people.

They will be fully aware of the principles of safeguarding as they apply to vulnerable adults in realtion to their role, which will include recognising the types and signs of abuse and neglect and ensuring that their line manager is made aware and kept fully informed of any concerns which they may have in relation to safeguarding adults and/or child protection.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and yound people and for ensuring that they are protected from harm, ensuring that the Trust’s Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

**HEALTH AND SAFETY AT WORK**

You may not diclose any information of a confidential nature relating to the employer or any information which the employer has an obligation of confidence to any third party, other than where you are obliged to disclose such information in the proper course of your employment or as required by law. Any failure to comply with this term of your employment will be treated as an act of misconduct under the employer’s disciplinary procedure.

**JOB DESCRIPTION AGREEMENT**

**Job holder’s signature: ………………………………………………………………………………………**

**Date: …………………………………………………………………………………………………………………**

**Manger’s signature: …………………………………………………………………………………………..**

**Date: …………………………………………………………………………………………………………………**

**PERSON SPECIFICATION**

**POST: Clinical Pharmacist**

**BAND: 6**

A = Application form I = Interview T = Test R = Reference

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| **Requirement** | **Essential** | **Desirable** | **Assessment** |
| **Qualification/Special Training** | | | |
| Masters Degree in Pharmacy | X |  | A |
| Registration with the General Pharmaceutical Council | X |  | A |
| Completion of training year | X |  | A |
| Hospital Pharmacy Experience |  | X | A |
| **Knowledge/Skills** | | | |
| Awareness of Pharmacy standards documents | X |  | I |
| Understanding of medication safety | X |  | I |
| Wide general awareness of prescribing and use of drugs | X |  | I |
| Awareness of the principles of aseptic compounding | X |  | A, I |
| Good clinical reasoning and judgement | X |  | A, I |
| Able to analyse drug charts and medicine information in order to optimise medication | X |  | A, I |
| Able to provide appropriate advice to healthcare professionals and patients in a way they understand | X |  | A, I |
| **Experience** | | | |
| Familiarity with technical services | X |  | A, I |
| Familiarity with dispensing services | X |  | A, I |
| Has provided medication counselling to patients | X |  | A, I |
| Multidisciplinary working with nursing/medical colleagues | X |  | A, I |
| Project work | X |  | A, I |
| Analysis and application of clinical data | X |  | A, I |
| Clinical pharmacy service to wards |  | X | A, I |
| **Personal Requirements** | | | |
| Able to work as a team member | X |  | I |
| Able to participate in on-call pharmacy | X |  | I |
| Demonstrates commitment to and focus on quality and high standards | X |  | A, I |
| Treating others with compassion, empathy and respect | X |  | A, I |
| Able to prioritise own workload | X |  | A, I |
| Able to delegate appropriately | X |  | A, I |
| Able to identify and meet own training needs | X |  | A, I |
| Good time management | X |  | A, I |
| **Other Requirements** | | | |
| Positive commitment to uphold diversity and equality policies approved by the trust | X |  | I |
| Ability to travel to other locations as required | X |  | I |
| Evidence of CPD | X |  | A, I, T |
| Commitment to undertake postgraduate education qualification | X |  | A, I |

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| **HAZARDS:** | | | | | |
| Laboratory Specimens  Proteinaceous Dusts |  | Clinical contact with patients | X | Performing Exposure  Prone Invasive Procedures |  |
| Blood/Body Fluids |  | Dusty Environment |  | VDU Use | X |
| Radiation |  | Challenging Behaviour | X | Manual Handling |  |
| Solvents |  | Driving |  | Noise |  |
| Respiratory Sensitisers |  | Food Handling |  | Working in Isolation | X |
| Cytotoxic drugs | X | Night working | X |  |  |