

# JOB DESCRIPTION

JOB DETAILS	
<b>Job Title</b>	Specialist Pharmacist – Interstitial Lung Disease, Cystic Fibrosis & Respiratory Medicine Eastern Services
<b>Reports to</b>	Clinical Pharmacy Manager (acute)
<b>Band</b>	Band 8a
<b>Department/Directorate</b>	Pharmacy/Clinical Specialist Services

JOB PURPOSE	
<ul style="list-style-type: none"> <li>To lead and provide a high quality, safe and patient focused clinical pharmacist service to Interstitial Lung Disease, Adult &amp; Paediatric Cystic Fibrosis (CF) service and Respiratory Medicine specialty to meet professional, divisional and Trust requirements</li> <li>Responsible for providing specialist pharmacist advice on medicines to Interstitial Lung Disease, Adult &amp; Paediatric Cystic Fibrosis (CF) service and Respiratory Medicine specialty service within the Trust, prescribers, clinicians, nursing staff and patients.</li> <li>To deliver high quality patient care in line with legislation, national guidance and specifications.</li> <li>Optimise clinical outcomes, improve medicines safety and deliver best value from medicines within the Interstitial Lung Disease, Adult &amp; Paediatric Cystic Fibrosis (CF) service and Respiratory Medicine specialty.</li> <li>To work as an independent prescribing managing a defined patient caseload.</li> <li>To participate in the wider pharmacy service and its development in response to patient care needs.</li> <li>To contribute to the development of medicines management and optimisation throughout the patient care pathway.</li> <li>To support prescribing, horizon scanning and financial management of medicines expenditure</li> </ul>	

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES	
<ul style="list-style-type: none"> <li>Lead and manage the provision of pharmacy service for Adult &amp; Paediatric Cystic Fibrosis (CF) service and Respiratory Medicine specialty, including Interstitial Lung Diseases (ILD) including development of appropriate procedures and guidelines for medicines use and provide specialist pharmaceutical advice regarding use of medicines</li> <li>Lead, develop and supervise pharmacists and technicians working in this area of the service.</li> <li>Further develop medicines management, homecare provision, repatriation and support for complex care pathways within specialist areas particularly CF and ILD patients, working closely with the clinicians, specialist nurses, wider pharmacy team and partnership organisations</li> <li>Contribute to the development of a CF repeat dispensing database for homecare medicines ensuring patients are supported in managing complex medicines at home and the Trust is optimising the use of these drugs in this patient group. The post holder will be eventually expected to support review and independent prescribing of these treatments.</li> <li>Work as part of a multidisciplinary team to:           <ul style="list-style-type: none"> <li>Provide better co-ordinated care to patients</li> <li>Improve medicines safety</li> <li>Improve medicines compliance</li> <li>Support safe discharge and transfer of care</li> </ul> </li> <li>Deputise for senior pharmacists in the organisation as appropriate.</li> <li>Support the development of good practice and safe medicines management and optimisation systems across the organisation and its partner organisations</li> </ul>	

- Provide highly specialised clinical pharmacy knowledge and advice on medicines issues to staff, patients, carers, clinicians, and including cost-effective prescribing and clinical guidelines for disease treatment
- Work as an Independent Prescriber
- Work with primary care, community pharmacy and community services teams to promote safe systems of care with respect to medicines issues
- Develop and implement medicines management policies and procedures to support safe and cost-effective use of medicines in line with local priorities, national directives, medicines legislation and professional ethics
- Conduct pharmacist medication reviews, engaging directly with patients and external stakeholders to optimise patient care.
- Lead on new service developments and medicines-related projects
- Support the delivery of medicines training to staff
- Participate in flexible working arrangements e.g., late duties, on-call and 7-day service.

## KEY WORKING RELATIONSHIPS

The post holder will be responsible for contributing directly to patient care by providing a specialist clinical pharmacy service to Interstitial Lung Disease, Cystic Fibrosis & Respiratory Medicine patients

The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis. In addition the post holder will deal with the wider healthcare community, external organisations and the public. This will include verbal, written and electronic media.

Of particular importance are working relationships with:

Internal to the Trust	External to the Trust
<ul style="list-style-type: none"> <li>• Pharmacy senior management team and multi-disciplinary team within departments</li> <li>• Lead Clinicians in Interstitial Lung Disease, Cystic Fibrosis &amp; Respiratory Medicine</li> <li>• Lead Nurses for Interstitial Lung Disease, Cystic Fibrosis &amp; Respiratory Medicine</li> <li>• MDT staff working within Interstitial Lung Disease, Cystic Fibrosis &amp; Respiratory Medicine</li> <li>• Community Services Clinical Pharmacy Manager and community-based team</li> <li>• High Cost Drugs Pharmacist</li> <li>• Lead Education and Training Pharmacists</li> <li>• Pharmacy staff within Northern Services and Eastern Services</li> <li>• Medical Staff</li> <li>• Non-registered staff e.g. healthcare assistants, administration team</li> <li>• Distribution staff</li> <li>• Foundation pharmacists</li> <li>• Specialist clinical pharmacists</li> <li>• Procurement Lead</li> <li>• Divisional management staff</li> <li>• Urgent Community Response staff</li> <li>• Lead for on-call pharmacy team</li> </ul>	<ul style="list-style-type: none"> <li>• Staff from partner organisation (e.g. other NHS hospitals)</li> <li>• GP practices</li> <li>• Community Pharmacies</li> <li>• Maintain relationships with regional and national networks of ILD and CF pharmacists.</li> </ul>

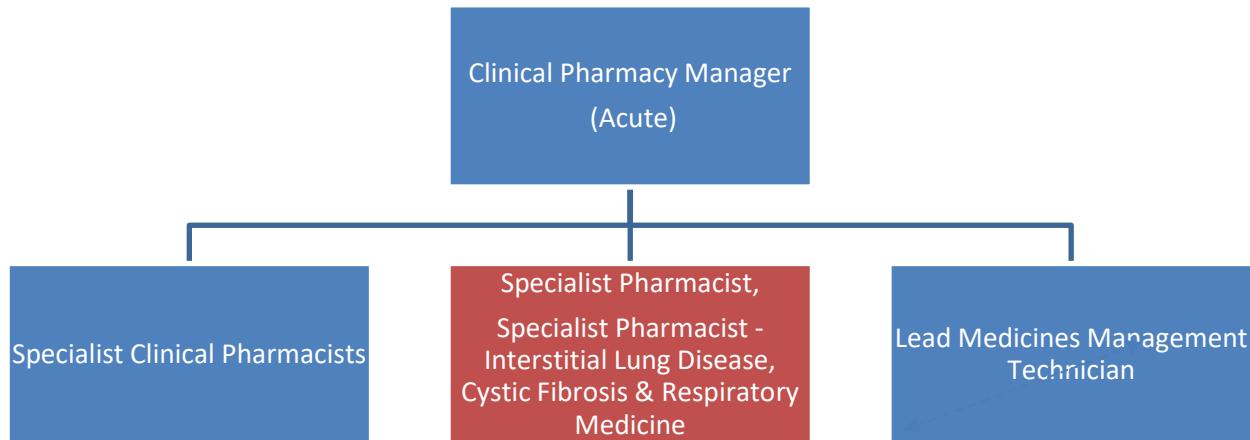
JM0758b - Based on JM0758 Specialist Pharmacist, matched 09/05/2024, consistency checked

16/05/2024

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## ORGANISATIONAL CHART



### FREEDOM TO ACT

- Work to broad occupational policies and are the lead clinical specialist pharmacist in own area.
- Discretion to work within scope of professional competence and expertise to support Interstitial Lung Disease, Cystic Fibrosis & Respiratory Medicine service delivery and provision of advice
- Professionally accountable to the Clinical Pharmacy Manager for delivery of safe, effective and efficient clinical pharmacy service to patients within Interstitial Lung Disease, Cystic Fibrosis & Respiratory Medicine
- To participate in flexible working arrangement including late nights, bank holidays and on call as appropriate. In order to deliver high standards of care to patients the pharmacy service operates 7 days a week and staff are therefore required to work some weekends as part of their contracted hours.
- Responsible for ensuring compliance with safety, legal, professional and organisational requirements of clinical pharmacy service delivery within post holder's remit.

### COMMUNICATION/RELATIONSHIP SKILLS

- Provide and receive highly complex and highly sensitive information on a number of professional and clinical issues relating to medicines where there may be barriers to understanding
- Demonstrate a variety of skills to facilitate communication of information to include persuasion, negotiation, training, influencing, motivation and reassuring in order to develop collaborative working and agreement across the pharmacy team, Trust staff, patients, carers and relevant external stakeholders e.g. clinicians, pharmacists
- Participate fully and where required, in meetings e.g. specialty governance, multi-disciplinary team meetings

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- To assist medical and prescribing staff to adjust prescribing practices in line with the evidence base and local formulary requirements.
- Ensure that the Clinical Pharmacy Manager is made aware of any circumstances that would, or may, compromise safe standards of clinical practice.
- Work collaboratively with the Education and Training Lead Pharmacist to co-ordinate and monitor provision of training for clinical pharmacists to include post-graduate training and undergraduate clinical placements
- Mentor and support clinical and post-graduate clinical diploma pharmacists as necessary
- Communicate effectively with partner organisations and other healthcare providers to improve patient care

### **ANALYTICAL/JUDGEMENTAL SKILLS**

- Use patient information, test results, consultation skills to make clinical and prescribing decisions
- Prepare and deliver reports e.g. medicines reconciliation data, pharmacist intervention summary reports to Trust groups that provide clear information, recommendations and action plans about medicines issues impacting on the service.
- To undertake risk assessments and implement risk reduction measures where appropriate, to review and update safe systems of work on a regular basis.
- Frequent use of clinical judgement to challenge and influence decisions to ensure patient care is optimised e.g. prescribing decisions, medicines use in pathways
- Support the Trust Medication Safety officer by undertaking investigations into medication incidents, share learning and implement any agreed actions to improve medicines safety
- Provide pharmaceutical advice to support production of guidelines, policies or protocols on medicines use and therapeutics to facilitate safe service delivery
- Frequent requirement to solve highly complex problems where there may be various options to consider and conflicting views on best course of action
- Review prescribed medications and recommend appropriate treatment reviews, dose adjustments and/or treatment switches according to national and local policies.

### **PLANNING/ORGANISATIONAL SKILLS**

- Plans and prioritises own workload to ensure high priority patients or issues are dealt with first e.g. medication supplies for high risk drugs, prescription reviews and prescribing completed on time
- Frequent management and prioritising of own workload to tight deadlines and ensuring urgent work is completed within relevant timescales to provide high standards of patient care
- Ensure provision of training and support for trainees is planned and delivered in partnership with pharmacy and service colleagues
- Ensure clinical pharmacy service provision for Interstitial Lung Disease, Cystic Fibrosis & Respiratory Medicine patients is delivered consistently to the required standards.
- Plan and organise complex activities such as complex medication reviews ensuring effective communication with patients, clinicians and pharmacists of medication changes to ensure patient safety
- Support discharge planning processes with respect to medicines for Interstitial Lung Disease, Cystic Fibrosis & Respiratory Medicine

### **PATIENT/CLIENT CARE**

- Provide a highly specialised clinical technical service and highly specialist advice, acting as an expert within scope of professional competence to support Lung Disease, Cystic Fibrosis & Respiratory Medicine service delivery and provision of advice to patients.
- Ensure provision of appropriate medication to support delivery of safe and effective patient care for all patients receiving care from Lung Disease, Cystic Fibrosis & Respiratory Medicine service
- Direct and telephone contact with Lung Disease, Cystic Fibrosis & Respiratory Medicine patients. This will involve pharmacist-led medication reviews
- Use prescribing qualification to provide care for patients on Lung Disease, Cystic Fibrosis & Respiratory Medicine service within scope of professional competence and practice.
- Provision of medicines information to patients and carers on the appropriate use of medication e.g. counselling on medication changes, newly started high risk medicines.

- Making evidence-based decisions, in partnership with patients and other professionals within the specialist area,
- Liaise with other providers in primary and secondary care to ensure continuity of medicines management when patients are transferred to other services. This will involve working to develop and review patient pathways.
- Ensure clinical practice is evidence based and patient focused.
- Provide leadership to clinical team, reducing avoidable harm medicines
- Promote and support national and ICS patient safety initiatives to improve medicines safety and outcomes in specific therapeutic areas e.g. antimicrobial prescribing; valproate safety
- Make referrals to other teams/services as appropriate e.g. community services pharmacy team, Discharge Medicines Service (DMS) to community pharmacy

## **POLICY/SERVICE DEVELOPMENT**

- Responsible for interpreting clinical pharmacy policy within own area of expertise; developing and reviewing guidelines, PGD's, policies and protocols within the Lung Disease, Cystic Fibrosis & Respiratory Medicine service that involve medication.
- Responsible for service development with regards to medication aspects within Lung Disease, Cystic Fibrosis & Respiratory Medicine which will involve consulting with relevant departments and stakeholders.
- Implement pharmacy and medicines-related policies and procedures within the Lung Disease, Cystic Fibrosis & Respiratory Medicine service e.g. Medicines Management Policy
- Work proactively and collaboratively to improve sustainability through implementation of identified and agreed changes to support the Trust Green Plan.

## **FINANCIAL/PHYSICAL RESOURCES**

- Have a personal duty of care for equipment and resources used in course of work
- Minimise medicines wastage by developing and implementing efficient working systems
- Advise on cost effective prescribing where appropriate
- Responsible for identifying possible cost reduction and/or efficiency initiatives in medicines usage, without adversely affecting the quality of the service provided.
- Actively leading on drug prescribing efficiency programmes delivering best cost-effective changes to prescribing programmes and clinical pathways within area of expertise.
- Ensure clinical team support implementation of medicines-related delivering best value schemes and consider financial aspects in relation to service and pathway development
- Ensure that Patient Access Schemes for the drugs used in the treatment of ILD are utilised fully in order to gain maximum financial benefit.

## **HUMAN RESOURCES**

- Deputise for other senior pharmacists in the team as appropriate
- Supervise, appraise and performance manage technicians or pharmacists in the team as required.
- Support the work of other members of the pharmacy team when necessary, including providing professional leadership to medicines management technicians and foundation pharmacists when required
- Responsible for developing and supporting delivery of training to undergraduate pharmacy students, rotational pharmacists and foundation pharmacists within area of expertise.

## **INFORMATION RESOURCES**

- To support Lung Disease, Cystic Fibrosis & Respiratory Medicine service through the provision of appropriate analysis, audits and reviews, suitable to inform decision making, to allow evidence-based service planning and provision.
- To ensure that medicines information specifically related to the treatment of Lung Disease, Cystic Fibrosis & Respiratory Medicine patients is input, retained and utilised in a systematic way (EPIC).
- Demonstrate knowledge and proficiency in the use of pharmacy and hospital computer systems e.g. EPIC, Datix
- Records personally generated medicines-related information e.g. medicines reconciliation information, summarises drug information, prescribing data

## RESEARCH AND DEVELOPMENT

- To support relevant medical, nursing and pharmacy staff to ensure that any clinical trials involving medicinal products that are related to Lung Disease, Cystic Fibrosis & Respiratory Medicine service, run efficiently and effectively.
- Develop ways of assessing guidelines, locally and nationally (e.g. clinical audits, usage data).
- Ensure that appropriate actions are taken to comply with National Institute for Health and Care Excellence (NICE) and Care Quality Commission (CQC) assessments.
- To undertake and collaborate on clinical research and audits projects within own area as required for role.

## PHYSICAL SKILLS

- High level of accuracy and skill required for handling and dispensing of particular medicines (e.g. cytotoxic medications)

## PHYSICAL EFFORT

- Combination of sitting, standing and frequent moving between clinical areas to deliver service and liaise with staff.

## MENTAL EFFORT

- Frequent requirement for concentration e.g. producing reports, reviewing policy documents, guidelines and protocols, clinical data, consultations and prescribing decisions.
- May be interrupted by urgent requests for advice e.g. responding to phone calls, interruptions from colleagues to resolve medication related queries

## EMOTIONAL EFFORT

- Occasional direct exposure to distressing or emotional circumstances e.g. may work with distress patients
- Working in an environment where sensitive information (e.g. health conditions, safeguarding concerns) are discussed.

## WORKING CONDITIONS

- Frequent exposure to patients or relatives, who may be emotionally distressed
- Frequent VDU use for IT systems work e.g. electronic clinical system (EPIC)
- Occasional exposure to cytotoxic medicines.

## OTHER RESPONSIBILITIES

Take part in regular performance appraisal.

Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling

Contribute to and work within a safe working environment

You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection

As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust's disciplinary policy) up to and including dismissal.

You must also take responsibility for your workplace health and wellbeing:

- When required, gain support from Occupational Health, Human Resources or other sources.
- Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health.
- Follow the Trust's health and wellbeing vision of healthy body, healthy mind, healthy you.
- Undertake a Display Screen Equipment assessment (DES) if appropriate to role.

## DISCLOSURE AND BARRING SERVICE CHECKS

JM0758b - Based on JM0758 Specialist Pharmacist, matched 09/05/2024, consistency checked

16/05/2024

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This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check.

## **GENERAL**

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

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

# PERSON SPECIFICATION

Job Title	Specialist Pharmacist, Lung Disease, Cystic Fibrosis & Respiratory Medicine	
<b>Requirements</b>		
<b>QUALIFICATION/ SPECIAL TRAINING</b>		
<ul style="list-style-type: none"> <li>• Master's degree in Pharmacy or equivalent</li> <li>• Registered pharmacist with General Pharmaceutical Council</li> <li>• Postgraduate clinical specialist knowledge acquired through diploma level training or equivalent experience</li> <li>• Evidence of Continuing Professional Development</li> <li>• Registered Independent Prescriber</li> <li>• Membership of the Royal Pharmaceutical Society of Great Britain</li> <li>• Management training qualification e.g. NHS Leadership Qualification</li> </ul>	E E E E E	D D
<b>KNOWLEDGE/SKILLS</b>		
<ul style="list-style-type: none"> <li>• Understanding of medication and pharmaceutical problems</li> <li>• Education techniques and presentation skills</li> <li>• Good general knowledge of healthcare systems</li> <li>• Understanding of hospital pharmacy systems</li> <li>• Clinical pharmacy knowledge</li> <li>• Understanding of primary care pharmacy systems and interface</li> <li>• Excellent current knowledge of best pharmacy practice</li> <li>• Excellent interpersonal skills across all grades of staff</li> <li>• Leadership skills</li> <li>• Quality improvement knowledge and experience</li> <li>• Able to negotiate, influence and motivate</li> <li>• Able to make effective decisions</li> <li>• Knowledge of national and local commissioning arrangements for medicines e.g. NHS E specialised commissioning</li> <li>• Excellent written and verbal communication skills</li> <li>• Ability to interpret information and provide advice</li> <li>• Adaptable and innovative in approach to work</li> <li>• Excellent organisation and prioritisation skills</li> <li>• Excellent keyboard skills and familiar with routine office software packages e.g. Word, Excel, PowerPoint</li> </ul>	E E	D
<b>EXPERIENCE</b>		
<ul style="list-style-type: none"> <li>• Any life skills experience</li> <li>• Previous clinical pharmacy experience</li> <li>• Previous hospital pharmacy experience</li> <li>• Evidence of service development, clinical audit or guideline implementation</li> <li>• Working as an independent prescriber</li> <li>• Extensive experience of communication with prescribers, nursing and other MDT staff</li> <li>• Line management experience</li> <li>• Experience of working within Respiratory Medicine setting</li> <li>• Previous experience prioritising and organising own work in busy clinical environment</li> </ul>	E E E E E E E E E E E E E E E E E	D D
<b>PERSONAL ATTRIBUTES</b>		
<ul style="list-style-type: none"> <li>• Able to work as a team member and organise work of others</li> </ul>	E E	

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<ul style="list-style-type: none"> <li>• Professional attitude and role model – honest, trustworthy, reliable, respectful</li> <li>• Commitment to improving the quality of care for patients</li> <li>• Commitment to Continuous Professional Development</li> <li>• Responds positively to service deadlines</li> <li>• Able to plan and manage own workload</li> <li>• Possesses good verbal and written communication skills</li> <li>• Able to work under pressure</li> <li>• Self-motivated, enthusiastic and flexible</li> <li>• Display an understanding of and ability to deal with patient confidential and sensitive information on a daily basis</li> <li>• Ability to communicate complex medication issues to staff, patients and carers</li> <li>• Compassionate</li> <li>• Flexible and willing to adapt approach if required to support change</li> <li>• Demonstrate understanding and ability to communicate and deal with all patients and/or carers</li> </ul>	E	E	E	E	E	E	E	E	E	E	E	E
<b>OTHER REQUIREMENTS</b>												
The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust. Ability to travel to other locations as required												E

WORKING CONDITIONS/HAZARDS	FREQUENCY (Rare/ Occasional/ Moderate/ Frequent)			
	R	O	M	F
<b>Hazards/ Risks requiring Immunisation Screening</b>				
Laboratory specimens	N			
Contact with patients	Y			
Exposure Prone Procedures	N			
Blood/body fluids	N			
<b>Hazard/Risks requiring Respiratory Health Surveillance</b>				
Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate)	N			
Respiratory sensitisers (e.g isocyanates)	N			
Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel)	N			
Animals	N			
Cytotoxic drugs	N		✓	
<b>Risks requiring Other Health Surveillance</b>				
Radiation (>6mSv)	N			
Laser (Class 3R, 3B, 4)	N			
Dusty environment (>4mg/m3)	N			
Noise (over 80dBA)	N			
Hand held vibration tools (=>2.5 m/s2)	N			
<b>Other General Hazards/ Risks</b>				
VDU use ( > 1 hour daily)	Y			✓
Heavy manual handling (>10kg)	N			
Driving	N			
Food handling	N			
Night working	N			
Electrical work	N			
Physical Effort	Y		✓	
Mental Effort	Y			✓
Emotional Effort	Y		✓	
Working in isolation	N			
Challenging behaviour	Y		✓	