****

|  |  |
| --- | --- |
| **JOB DESCRIPTION** |  |
| **Job Title:** | Lead Medicine and Anticoagulation Pharmacist |
| **Band:** | 8a |
| **Responsible To:** | Clinical Pharmacy Services Manager |
| **Accountable To:** | Director of Pharmaceutical Services |
| **Section/Department/Directorate:** | Pharmacy – North Devon District Hospital |

**Job Purpose:**

|  |  |
| --- | --- |
| • To act as the lead pharmacist for medicine, including all medical wards, Emergency Department and community hospitals, providing professional input into Trust activities to deliver safe and effective practice across the Trust.  • To work in collaboration with the Lead Pharmacist for Surgery and Anticoagulation to provide a safe efficient anticoagulation service  • Responsible for providing specialist advice on medical wards of the Trust to prescribers, clinicians, nursing staff and patients.  • To work within the trust governance structure to develop, implement and audit Trust policies and guidelines which deliver cost effective use of medication and improve patient safety.  • To work in conjunction with the medical consultants to develop training programmes and audit feedback to educate prescribers, pharmacists and nursing staff on the safe effective use of medication.  • Responsible for contributing directly to patient treatment by providing a comprehensive specialist clinical pharmacy service to the medical wards and within the anticoagulation clinic at North Devon District Hospital.  • To act as a role model and promote medicine optimisation practice to all North Devon Healthcare Trust staff. | |
| **Context:** |
| Staff: The lead pharmacist for Medicine and Anticoagulation will be based at Northern Devon Healthcare Trust as part of 70 pharmacy staff.   |  | | --- | | **Key Working Relationships:**  The post holder will be required to work closely with the Medical directorate which includes Consultants, Specialist Registrars, Specialist Nurses and Ward Nursing Staff.  The post holder is required to deal effectively with staff of all levels throughout the Trust, the wider Healthcare community, external organisations and the public. This will include verbal, written and electronic media. | |
| **Organisational Chart:** |
|  |
| **Key Result Areas/Principal Duties and Responsibilities**  **Responsibility for Patient and Client Care**  Responsible for provision and mentoring specialist band 7 and rotational band 6 pharmacists to ensure a patient centred pharmacy service to medical wards which includes :   * Ensure a high level of medicine reconciliation within 24 hours of the patient arrival within the trust. * Maintain patient flow by providing efficient input into the decentralised discharge process and liaising with primary care to ensure seamless care. * Daily review of all inpatient drug treatment cards to ensure safe prescribing, compliance with hospital formulary and support medicine optimisation * Provide advice and education to the nursing staff to reduce medication errors. * To provide relevant drug information as requested by medical, nursing and other healthcare professional within the medical directorate * Support to the bedside medicines management team ensuring individualised, safe and effective reuse of patients’ own medication and continuing medicine requirements. * Provide education to patients/carers regarding new medication and changes to medication to improve the patient experience whilst in hospital.   Ensure safe practise to minimize the risks of infection to patients and staff in accordance with national and Trust policy  Joint responsibility with the Lead Pharmacist for Surgery for the daily provision of the anticoagulation clinic, which includes   * Ensuring pharmacy and medical staff provide information and dosing of anticoagulation medications on discharge letters to GPs that is clear and accurate * Provide advice to medical and surgical staff regarding anticoagulation for inpatients * Utilise Pharmacy independent prescribing qualification to safety dose warfarin patients in the community under the care of the anticoagulation clinic. To ensure this information is updated on INR STAR and communicated to GPs.   **Participation in Multi-disciplinary team**  Actively participate in divisional governance and medical ward managers meetings to ensure and promote the high profile of pharmacy within the medical directorate  Active membership within the Anticoagulation Working Group to ensure policy review and patient safety is maintained  Responsible for development and delivery of teaching sessions to the medical and nursing staff within the directorate  Utilise Independent Prescribing Qualification to support the daily running of the anticoagulation clinic and independent prescribing at ward level  **Responsibility for Incident Management**  Pursue an active role in the reporting of medication errors and near misses and the national reporting of adverse drug reactions  Collate incidents relating to medical and anticoagulation patients with learning points, to ensure patient safety. This includes collecting data and root cause analysis for inpatients with an INR >6.0.  Support incident management and implementation of learning outcomes relating to medical and anticoagulation issues  **Pharmacy support**  Take part in the out of hours and weekend pharmacy service as part of the senior pharmacist rota  Support dispensary clinical pharmacy screening  To comply with department’s Health and Safety Policy and ensure all work is done within department SOPs  To ensure the services comply with current legislation and General Pharmaceutical Council guidelines  **Career Development**  Opportunity to evolve the role of the medicine pharmacists into roles that have more time patient facing and utilise pharmacist independent prescribing qualification  Support development of medicine management technicians into clinical prioritisation roles  To remain up to date with advances in medicines and pharmacy and have a commitment to CPD |
| **Communication and Relationship Skills**  Daily communication with the following :  Medical staff  Nursing Staff  Patients and carers  GPs and pharmacists in primary care  All members of pharmacy department  **Analytical and Judgement Skills**  Analyse patient current medication and recommend appropriate medication to be stopped or started according to national and local policies  Be able to make judgements on the appropriate level of information a patient or carer requires to be able to participate in shared decision making  **Decision Making**  Make independent decisions on the daily management of patients on the medical wards and within the anticoagulation clinic  Ensure all decisions are guided by SOPs, local or national policy and legal standards  Able to recognise when decisions need to be referred to a senior pharmacist due to limitation in their own knowledge  **Planning and Organisational Skills**  Able to organise own day-today activities and workload  Able to prioritize daily tasks to ensure a high level of medicine reconciliation, appropriate patient flow and interventions in patient care  To have meetings every 2 months with clinical pharmacy service manager to plan and update longer-term projects  **Responsibility for Policy and Service Development**  Responsible for developing the role of the Lead Medicine Pharmacist and pharmacy staff working on the medicine wards to increase utilisation of independent prescribing qualifications, improve medicine optimisation and increase time spent in a patient facing role.  Responsibility for Clinical Guidelines  Develop and update clinically focused guidelines working with medical Consultants, Haematology consultants, Lead Pharmacists and other clinicians  Promote guidelines through an educational programme and audit  Use new Information Technology opportunities to support guideline usability  Responsibility for continually reviewing and developing the pharmacy service offered to the Medicine Directorate  **Responsibility for Human Resources**  Supervise and develop training for pre-registration pharmacists  Mentor band 6 pharmacists during their medicine rotation  Responsible for line management of 3 junior pharmacists  Responsible for supervision and line management of anticoagulation clinic administrator  Responsible for delivery of surgical and anticoagulation themed training to junior doctors, nursing staff and other healthcare professionals  **Responsibility for Research and Development**  Develop ways of assessing guidelines, locally and nationally (e.g. clinical audits, usage data)  Ensure that appropriate actions are taken to comply with National Patient Safety Agency (NPSA) guidance, National Institute of Clinical Excellence (NICE) and Care Quality Commission (CQC) assessments  Pharmacist lead for clinical trials within the medicine directorate or anticoagulation services.  **Physical Effort**  Combination of sitting, standing and frequent moving between clinical areas to deliver service and liaise with staff.  **Mental Effort**  Concentration for long periods of time required during ward visits, when monitoring prescription and providing appropriate advice.  Sustained concentration for producing reports, policy documents, guidelines and protocols.  Lone working out of hours  **Emotional Effort**  Work on wards, seeing ill patients and carers some of whom may be distressed.  Counselling patients/carers  **Working Conditions**  As part out of hours on call pharmacy service the post holder will be required to work in isolation and at night |

**GENERAL**

This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to him or her. You will, therefore, be expected to participate fully in such discussions. It is the organisations' aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.

We are committed to serving our community. We aim to co-ordinate our services with secondary and acute care.

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 will 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 we serve. We will pay staff fairly and recognise the whole staff’s commitment to meeting the needs of our patients.

The Trust operates a 'non smoking' policy. Employees are not able to smoke anywhere within the premises of the Trust or when outside on official business.

All employees must demonstrate a positive attitude to Trust equality policies and Equality Scheme. 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 adjustments, if required, as defined by the Equality Act 2010.

**SAFEGUARDING**

To be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation.

To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker’s role, which will include recognising the types and signs of abuse and neglect and ensuring that the worker’s line manager is made aware and kept fully informed of any concerns which the worker 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 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.

**HEALTH AND SAFETY AT WORK**

The employer will take all reasonably practical steps to ensure your health, safety and welfare while at work. You must familiarise yourself with the employer's Health & Safety policy, and its safety and fire rules. It is your legal duty to take care for your own health and safety as well as that of your colleagues.

**INFECTION CONTROL - ROLE OF ALL STAFF**

It is the responsibility of all members of staff to provide a high standard of care to patients they are involved with. This includes good infection prevention practice.

All staff have a responsibility to comply with Infection Prevention and Control policies and procedures, this includes:

* Attending mandatory and role specific infection prevention education and training.
* Challenging poor infection prevention and control practices.
* Ensuring their own compliance with Trust Infection Prevention and Control policies and procedures for example, standard precautions, hand hygiene, prevention & management of inoculation incidents

**CONFIDENTIALITY**

You may not disclose any information of a confidential nature relating to the employer or in respect of 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: .....................................................................................**

**Manager’s Signature: .....................................................................................**

**Date: .....................................................................................**

**PERSON SPECIFICATION**

**POST:** Lead Medicine and Anticoagulation Pharmacist

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| REQUIREMENTS | E/D\* | HOW TESTED?  Application Form/Interview/Reference/Test | INTERVIEW COMMENTS | SCORE  (1 Low – 10 High) |
| QUALIFICATIONS/SPECIAL TRAINING :  Master’s degree in Pharmacy  Registered pharmacist with General Pharmaceutical Council  Completed post graduate diploma in Clinical Pharmacy  Evidence of Continuing Professional Development  Non-medical Independent prescriber | E  Es degree in Pharmacyl Councillowing :ks of infection to patients and staff in accordance with national and Trust policy  E  E  D | Registration check  Application Form  Application Form  Interview  Application form |  |  |
| KNOWLEDGE/SKILLS:  Understanding of Medicine and the pharmaceutical problems  Knowledge of national policies and implementation in medicine services  Able to utilize PCs and work with common application software  Lecture and presentation skills | E  E  E  E | Interview  Interview  Interview  Interview |  |  |
| EXPERIENCE:  Significant experience as working in a clinical pharmacist role  Evidence of service development, clinical audit or guideline implementation | E  E | Application form  Interview |  |  |
| PERSONAL REQUIREMENTS:  Must be able to demonstrate:  Team working  Being a self-manager and organisational skills  Good written and oral communication skills  Ability to handle difficult situations with influencing and negotiation skill  Able to work under pressure | E  E  E  E  E | Interview/ references  Interview/ references  Interview/ references  Interview/ references |  |  |
| OTHER REQUIREMENTS:  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  An enhanced criminal record check satisfactory to the organisation  Ability to undertake duties and participate in on-call, weekend and bank holiday rotas | E  E  E  E | Interview  Interview  DBD check  OH clearance |  |  |

\*Essential/Desirable

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **HAZARDS :** | | | | | |
| Laboratory Specimens  Proteinacious 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 | x | Noise |  |
| Respiratory Sensitisers |  | Food Handling |  | Working in Isolation | x |
| Cytotoxic drugs |  | Night working | x |  |  |