

JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | Lead Pharmacist Women’s and Children’s |
| **Reports to** | Clinical Pharmacy Manager |
| **Band** | 8a |
| **Department/Directorate** | Pharmacy/Specialist Services |

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| **JOB PURPOSE** |
| To lead in the provision of the clinical pharmacy services to the Women’s and Children’s directorate and to develop and participate in training and development of pharmacy staff. To be integral in the Women’s and Children’s directorate supporting prescribing, clinical governance and financial management of medicines expenditure. |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| **Provide clinical pharmacy services to the Women’s and Children’s directorate:**   * Maintain patient flow by providing efficient input into the discharge process * Daily review of all inpatient drug charts to ensure safe prescribing, compliance with hospital formulary and support medicines optimisation * Provide relevant drug information as requested by healthcare professionals within the Women’s and Children’s directorate. * Liaise as appropriate with regional colleagues to ensure integration of care across the patient care pathway * Provide education to patients/carers regarding new medication and changes to medication to improve patient experience whilst in hospital. * Lead prescribing governance through multi-disciplinary audits, guidelines and monographs writing and review and participate in governance meetings. * Provide advice and education to the nursing staff to reduce medication errors. * Develop and deliver teaching sessions to medical and nursing/midwifery staff within the directorate.   **Provide pharmacy support:**   * Participate in on-call, weekend and bank holiday rota according to departmental need. * Support dispensary day-to-day work when required including dispensing, checking and screening prescriptions. * Supervise and develop training for trainee pharmacists and junior pharmacists during their Women’s and Children’s * Participate in the wider pharmacy service and its development in response to patient care needs. * Undertake regular 1-1s and yearly appraisal as line manager for junior pharmacists. |
| **KEY WORKING RELATIONSHIPS** |
| Of particular importance are working relationships with:   |  |  | | --- | --- | | **Internal to the Trust** | **External to the Trust** | | * Consultants, clinical and management staff based in the Women’s and Children’s directorate * Pharmacy team | * Specialist pharmacists based at local, regional and national referral hospitals * Formulary Interface Group * Integrated Care Board | |  |  | |

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| **ORGANISATIONAL CHART** |
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| **The following sections outline the dimensions of the role so that the job evaluation panel can understand the scale, scope and impact of the role.** |
| **FREEDOM TO ACT** |
| * The post holder will be required to make autonomous clinical decisions on a daily basis in accordance with appropriate treatment guidance. * There will be an expectation to make decisions around operational delivery of the service on a day to day basis. The post holder will be expected to review published evidence and set standards for the use of medicines within the women’s and children’s directorate. * Business continuity planning will need to take place in liaison with line management and issues should be escalated in a timely manner. |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| The post holder will need to be a skilled communicator, communicating daily with patients and carers on sensitive matters. They will be required to liaise regularly with colleagues in Women’s and Children’s at both Northern and Eastern sites and also with the pharmacy department. They will be expected to form effective relationships with colleagues in primary care. |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| This role will regularly require the post holder to make judgements on complex facts requiring interpretation and comparison of options. |
| **PLANNING/ORGANISATIONAL SKILLS** |
| * Negotiate and formulate an official job plan with the Clinical Pharmacy Manager and the Service Manager for Women’s and Children’s. * Manage day to day activities ensuring responsibilities are covered. * Ensure that activity is handed over, covered or cancelled for any periods of planned absence. * In collaboration with appropriate stakeholders undertake broad strategic longer-term planning for the service and its workforce. |
| **PATIENT/CLIENT CARE** |
| Direct patient contact while working on inpatient wards |
| **POLICY/SERVICE DEVELOPMENT** |
| * To assist in the development of strategy for Women’s and Children’s. * Write policies and standard operating procedures for treatment pathways within the Women’s and Children’s directorate. * Interpret emerging evidence and new guidance relating to the speciality and lead others in making any necessary changes. * Represent Women’s and Children’s in formulary discussions. |
| **FINANCIAL/PHYSICAL RESOURCES** |
| Responsible for the cost-effective use of medicines within the Women’s and Children’s directorate and reporting on medicine spend. |
| **HUMAN RESOURCES** |
| Responsibilities for other staff:   * Interview and appoint staff * Undertake regular 1-1s and yearly appraisal as line manager * Teaching and training junior pharmacists and other pharmacy staff |
| **INFORMATION RESOURCES** |
| The post holder will be expected to maintain accurate patient records whilst following information governance procedures at all times. The post will involve inputting, storing and provision of information. They will need to analyse information and present complex data to others. |
| **RESEARCH AND DEVELOPMENT** |
| The post holder may be asked at times to identify suitable patients for clinical trials relating to Women’s or Children’s that are being run by the clinical research team. The post holder will be required to audit their prescribing practice and service outcomes, as well as auditing the prescribing of Women’s and Children’s service as a whole. |
| **PHYSICAL SKILLS** |
| Ability to type |
| **PHYSICAL EFFORT** |
| Ward duties may require prolonged periods of standing. Clinical governance work will require desk work. |
| **MENTAL EFFORT** |
| * Work that requires periods of concentration will occur daily. This will include face to face and remote patient review. * 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** |
| This post holder will be working under pressure |
| **WORKING CONDITIONS** |
| Describe any adverse environmental conditions, potential hazards, heat/cold, smells, noise, fumes, aggressive behaviour   * It is possible that patients of their family members may exhibit aggressive behaviours. * As part of the out of hours on call pharmacy service, the post holder will be required to work in isolation and at night. |
| **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. |
| **APPLICABLE TO MANAGERS ONLY** |
| Leading the team effectively and supporting their wellbeing by:   * Championing health and wellbeing. * Encouraging and support staff engagement in delivery of the service. * Encouraging staff to comment on development and delivery of the service. * Ensuring during 1:1’s / supervision with employees you always check how they are. |
| **DISCLOSURE AND BARRING SERVICE CHECKS** |
| 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.  T*his is* |

PERSON SPECIFICATION

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| **Job Title** | **Lead Pharmacist for Women’s and Children’s** |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  Degree in Pharmacy  Current registration with General Pharmaceutical Council (GPhC)  Postgraduate clinical specialist knowledge acquired through diploma level training or equivalent  Independent prescribing qualification | X  X  X  X |  |
| **KNOWLEDGE/SKILLS**  Excellent current knowledge of best clinical practice  Effective written and oral communication skills  Excellent interpersonal skills  Mentoring skills  Influencing skills  Understanding of hospital pharmacy systems  Understanding of commissioning of high cost drugs | X  X  X  X  X  X  X |  |
| **EXPERIENCE**  Clinical experience across a range of specialities  Experience of the specific clinical area required for this post  Audit  Practice research  Evidence of financial analysis of drug usage data | X  X  X  X | X |
| **PERSONAL ATTRIBUTES**  Good team working  Time management skills  Flexible  Creative thinker and able to problem solve  Ability to think clearly and work effectively under pressure  Strong communication skills  Ability to be empathetic | X  X  X  X  X  X  X |  |
| **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. | X  X |  |

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