

CENTRAL MANCHESTER UNIVERSITY HOSPITALS NHS FOUNDATION TRUST

Job Title: Specialist Clinical Pharmacist (Band 7)

Division: Clinical Scientific Services

Directorate: Pharmacy

Base: Central Manchester Hospitals

ORGANISATIONAL RELATIONSHIPS

Managerially Accountable to: Clinical Pharmacy Services Manager

Reports to: Clinical Pharmacy Services Manager and Lead Clinical and Directorate Pharmacist

Professionally Accountable to: Director of Pharmacy

Organisational Chart: See Appendix 1

Key Working Relationships: Clinical Pharmacy Services Manager, Lead Clinical and Directorate Pharmacists, Medicines Management Pharmacists, Clinical Pharmacists, Pharmacy Technicians and Assistants, Nurses, Doctors (all grades, including consultants), Students

JOB PURPOSE

- To provide and develop agreed levels of pharmaceutical care to designated patients within the Trust and other bodies receiving Pharmaceutical Services from the directorate in order to ensure safe, effective, economical and timely use of medication.
- To be a lead specialist pharmacist, with specialist knowledge and skills, to an allocated area.
- To participate in the provision of directorate information.
- To participate in the supervision and training of agreed NHS staff

MAIN DUTIES AND RESPONSIBILITIES

Clinical and professional

To use specialist knowledge and analytical and communication skills to:

- review patients in a specified clinical area
- identify and resolve complex pharmaceutical care issues, taking into consideration the patient's cultural and social needs, and liaise with nursing and medical staff to ensure safe and effective medication usage
- participate in, and aide, the development and delivery of specialist programmes of patient focused care and departmental standards for a specialist clinical area in consultation with the Lead Clinical and Directorate Pharmacist and Clinical Pharmacy Services Manger
- give specialist clinical and medicines management advice to medical staff including consultants, nursing staff and directorate managers in a chosen clinical area.
- assess, promote and facilitate patient concordance with individual medication regimes.
- be involved in the discharge planning of patients, through liaison with NHS staff including colleagues in primary care eg General Practitioners, community pharmacists and community nurse practitioners to resolve any medication related issues.
- provide cover for the provision of pharmaceutical services to other clinical areas as per departmental policy.
- occasionally cover agreed directorate duties in the absence of the Lead Clinical And Directorate Pharmacist as required and where deemed competent
- liaise with technicians and the stock replenishment team to provide appropriate and efficient supply services to designated wards.
- develop a reputation as a source of specialist advice for healthcare professionals within the Trust and primary care settings and to be involved when requested by the senior management team in the joint initiatives such as shared care arrangements and formularies.
- propose positive changes and suggestions for the improvement of policies, procedures and service delivery in own clinical area and local department.
- participate in consultant ward rounds and multidisciplinary meetings in agreement with the Lead Clinical and Directorate Pharmacist or Clinical Pharmacy Services Manager.
- assist in the provision of information for a chosen directorate including workload and ward activities and financial reporting under the direction of the Lead Clinical and Directorate Pharmacist and the Clinical Pharmacy Services Manager.
- On completion of appropriate training carry out non medical prescribing supported through the Divisional Governance framework and in adherence to agreed Trust policy. Undertake audit of annual prescribing practices
- On completion of appropriate training carry out non-medical prescribing supported through the Divisional Governance framework and in adherence to agreed Trust policy. Undertake audit of annual prescribing practices

To be aware of own limitations and boundaries and liaise with appropriate specialist healthcare professions as necessary.

To participate in extended Pharmacy services as required. This may involve the development of a non-medical prescribing role as experience and demonstrable competence allows.

To participate in intervention monitoring in accordance with Trust and departmental procedures.

To provide planned sessional clinical and professional supervision within the Trust dispensaries.

To follow legal, ethical, professional and employers codes of conduct and ensure appropriate clinical, professional and financial documentation is maintained in line with Trust and departmental policies and procedures.

To develop IT skills in line with Trust and departmental requirements.

To maintain the security of medication at all times in line with departmental and Trust policy including non disclosure of appropriate pharmacy security codes and advice on security of stock in designated clinical areas.

Education and Development

To participate in :

- mandatory training in line with Trust and Departmental requirements
- continued professional development, reflection and change practice to meet the professional requirements of the Royal Pharmaceutical Society of Great Britain and to ensure specialist knowledge and skills are current.
- the supervision, training and assessment of rotational pharmacists, pre-reg pharmacists, technicians and ATOs within specialist clinical area.
- the induction and training of allocated pharmacy and non-pharmacy staff.
- Trust appraisal schemes, identify training needs and maintain personal development plan.
- Pharmacy Lunchtime Meetings and Education Programme. This will include occasionally presenting to the team of 30 pharmacists.

To develop and maintain contacts with appropriate local, regional and national clinical specialist pharmacy interest groups.

To develop an awareness of the management needs for a directorate including financial and medicines management.

To tutor a rotational pharmacist undergoing a post-graduate qualification when requested by the Clinical Services Manager.

Communication and working relationships

To develop positive working relationships with all NHS staff in all areas of work to ensure the safe and effective use of medicines and resolution of identified pharmaceutical care issues.

To communicate complex medicines and financial information effectively to healthcare professionals under the management of the Lead Clinical and Directorate Pharmacist or Clinical Pharmacy Services manager.

To produce when necessary, specialist written information or advice for the education of designated patients or other healthcare professionals under the management of the Lead Clinical and Directorate Pharmacist, Clinical Pharmacy Services Manager or Senior Medicines Management Pharmacists.

To be involved in the identification and development of specialist multidisciplinary clinical guidelines and policies under the management of the Lead Clinical and Directorate Pharmacist or Clinical Pharmacy Services Manager.

To ensure adequate verbal or written communication is adopted with other healthcare professionals, patients and carers when providing specialist advice to ensure the safe and effective use of medicines and the resolution of identified pharmaceutical care issues in specialist areas. This may include communication with patients or carers having language difficulties, physical and mental disabilities.

To provide highly specialised evidence based medicines advice where appropriate to ensure safe, effective, economical and timely use of medicines.

To present relevant information to a wide audience at identified forums and meetings in line with the needs of the department, specialist area and Trust.

To promote, and participate in, team working both within the pharmacy department and designated clinical areas.

To assist the Lead Clinical and Directorate Pharmacist, when requested, in the provision of information relating to the management of a designated drug budget.

To participate in the assessment, and advise on the use, of patients own drugs following departmental policy.

To assist the Lead Clinical and Directorate Pharmacist and other Members of the Pharmacy Management Team in the planning and co-ordination of work activities of Pharmacy staff within a designated specialist area.

To co-ordinate the medication related aspects of a patients discharge by liaising with all healthcare professionals involved, including primary care agencies such as GP, district nurse and community pharmacists, ensuring a prompt, efficient and effective discharge for a the patient.

Clinical Governance

To participate in research and development carried out within own specialist area of work under the supervision of a lead researcher.

To co-ordinate clinical audit in own area of responsibility in consultation with the Lead Clinical and Directorate Pharmacist, Clinical Pharmacy Services Manager or Senior Management Team.

To ensure all appropriate statutory, advisory and clinical requirements are followed when participating in the provision of all medication including those used within clinical trials.

To implement Trust and National policies for safe medicines practice.

To promote risk management by participating in local and Trust error reporting systems.

To ensure all staff, including self, handle drugs and highly toxic substances (eg cytotoxic agents) in the correct and safe manner following Trust and National legislation.

Management

To provide clinical and professional supervision of more junior pharmacy staff, technicians, ATOs and students as required within the Trust dispensaries.

To support the pharmacy management team in the delivery of the departmental strategic plan and the medicines management strategy.

To be involved in financial management of medicines expenditure for designated specialities under the supervision of the Lead Clinical and Directorate Pharmacist or Clinical Pharmacy Services manager.

To identify service developments within area of speciality and likely resource requirements. Consult with Lead Clinical and Directorate Pharmacist or Clinical Pharmacy Services Manager to fully ascertain the impact on pharmacy services and the action to be taken.

To develop time management skills to ensure appropriate prioritisation of workload in all areas of work.

Leadership

To act as a professional role model for other pharmacy staff.

To participate in the promotion of pharmacy services within the Trust in line with departmental guidance.

To be self motivated and to motivate and inspire others within all areas of work.

To promote the profession of pharmacy at all times within all aspects of work.

Policy

To be aware of, and follow, relevant local and national policies and procedures relating to own area of responsibility.

To promote the use of medication related policies and procedures by other Healthcare professions to ensure the safe, effective, economical and timely use of medicines

To be involved in the development and implementation of medication related policies and procedures under the supervision of a Senior Member of the Medicines Management Team and or the Lead Clinical and Directorate pharmacist or Clinical Pharmacy Services Manager.

To be aware of, and follow, appropriate procedures for the handling of prescription charges.

Appraisal

The postholder will be appraised by the Clinical Pharmacy Services Manager / Lead Clinical and Directorate Pharmacist.

Conditions of Service:

Health and Safety

The Trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. You equally have a responsibility to ensure that the regulations in respect of the Health and Safety at Work Act are complied with.

Infection Control

It is a requirement for all staff to comply with all infection control policies and procedures as set out in the Trust Infection Control manual.

Security

The postholder has a responsibility to ensure the preservation of NHS property and resources.

Confidentiality

The postholder will maintain confidentiality at all times in respect of their work.

Team Briefing

The Trust operates a system of team briefing which is based on the principle that people will be more committed to their work if they fully understand the reasons behind what is happening in their organisation and how it is performing.

It is expected that all employees will attend the monthly briefing sessions.

Equal Opportunities

Central Manchester & Manchester Childrens' University Hospitals NHS Trust encourages Equal Opportunities and operates an Equal Opportunities Policy. All individuals regardless of race, ethnicity, nationality gender or disability are encouraged to apply for all advertised posts.

Smoking

The Trust operates a no smoking policy. The policy applies to staff, patients and visitors and extends to the hospital grounds as well as internal areas. Staff appointed will undertake not to smoke on hospital premises.

Review

This job description will be reviewed periodically in consultation with the postholder to reflect the changing nature of the duties and requirements of the service.

Name Date

Manager Date