

**Central Manchester University Hospitals  
NHS Foundation Trust**

**Pharmacy Directorate – Central Hospitals**

**Job Description**

**Job Title:** Specialist Pharmacist –Medicines Information and Clinical Pharmacy

**Division:** Clinical Scientific Services

**Directorate:** Pharmacy

**Base:** Department of Pharmacy, Central Manchester Hospitals

**ORGANISATIONAL RELATIONSHIPS**

**Managerially Accountable to:** Senior Medicines Information Pharmacist and Lead Medicines Management Pharmacist – Medicines Information

**Reports to:** Senior Medicines Information Pharmacist and Lead Medicines Management Pharmacist

**Professionally Accountable to:** Director of Pharmacy

**Organisational Chart:** See Appendix 1

**Key Working Relationships:** Lead Medicines Management Pharmacist, Senior Medicines Information Pharmacist; 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; patients and members of the public.

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**JOB PURPOSE**

- To contribute to the provision of a high quality Medicines Information (MI) service to practitioners at CMFT, Primary Care healthcare professionals (inc. GPs, community pharmacists, nurses) and the public in Central Manchester.
- 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 specialist pharmacist, with specialist knowledge and skills, to allocated areas under the direction of the Lead Clinical and Directorate Pharmacist and Clinical Pharmacy Services Manager and Lead Medicines Management Pharmacist
- To participate in the supervision and training of agreed NHS staff

## MAIN DUTIES AND RESPONSIBILITIES

### Clinical, Medicines Information and Professional

To use specialist knowledge and analytical and communication skills to:

- give specialist clinical and medicines management advice to medical staff, including consultants, nursing staff and directorate managers. Review the patient's situation, identify and resolve complex pharmaceutical care issues and make recommendations about the use of medications within Medicines Information and a specialist clinical area - tailored to the specific patient, taking into consideration issues of patient's cultural and social needs, co-existing diseases and conditions such as renal and hepatic impairment, pregnancy, breastfeeding and concurrent medications.
- obtain sufficient background information according to national Medicines Information guidelines to ensure full and clinically appropriate answers can be provided.
- identify, from enquiries, suspected adverse drug reactions and encourage clinicians to report these via the yellow card reporting scheme to the MHRA.
- evaluate information critically, identify relevant information and disregard irrelevant information in a systematic way, attaching appropriate weighting to different levels of evidence and advise trainees how to do so.
- summarise evaluated information to provide either facts or advice in answer to an enquiry.
- offer a personal interpretation, based on the available evidence & theory, where there is no clear answer to an enquiry.
- assess complex material within urgent deadlines and be able to respond to incoming enquiries by re-assigning priorities as necessary.
- liaise with ward pharmacists, nursing and medical staff, where appropriate, to ensure the efficient transfer of drug related care and safe and effective medication usage.
- liaise where necessary with local and national specialists in the health service, including non-pharmacists, and associated organisations.
- 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 e.g. General Practitioners, community pharmacists and community nurse practitioners to resolve any medication related issues.
- participate in consultant ward rounds and multidisciplinary meetings as deemed suitable by the Lead Clinical and Directorate Pharmacist and Clinical Pharmacy Services Manager.
- liaise with technicians and the stock replenishment team to provide appropriate and efficient supply services to designated wards.
- provide cover for the provision of pharmaceutical services to other areas as per departmental policy.
- propose positive changes for the improvement of policies, procedures and service delivery in own clinical area and local department.
- participate in, and aid, the development and delivery of specialist programmes of patient focused care and departmental standards for a specialist clinical area in conjunction with the Lead Clinical and Directorate Pharmacist and Clinical Pharmacy Services Manager.

- assist in the execution of relevant projects relating to medicines management or clinical services under the direction of Lead Medicines Management Pharmacist.
- other relevant duties as the service dictates

Develop and maintain systems for the collection, storage and retrieval of Medicines Information.

- Design and execute advanced complex search strategies, using primary, secondary and tertiary medical literature, from reference sources and electronic databases & websites.
- Ensure all enquiries are documented according to nationally agreed standards to assist the quality assurance programme for Medicines Information and maintain standards of the service.

To coordinate the production and dissemination of the Medicines Management Bulletin, under the direction of the Senior Medicines Information Pharmacist and Lead Medicines Management Pharmacist.

To contribute to the provision of product evaluations and risk assessments for the Medicines Management Committees, under the direction of the Professional Secretaries to the Committees.

To attend Medicines Management Committees and present product evaluations and deputise for the Professional Secretaries when necessary.

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

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.

Participate in weekend and evening rotas as per departmental policy.

### **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 General Pharmaceutical Council and to ensure specialist knowledge and skills are current.

- the supervision, training and assessment of rotational pharmacists, pre-registration pharmacists, technicians, ATOs and undergraduate pharmacists within Medicines Information and specialist clinical area in line with the national UKMI and departmental clinical competency frameworks.
- the induction and training of allocated pharmacy and non-pharmacy staff.
- Trust appraisal schemes, identify training needs and maintain personal development plan.
- the Pharmacy Lunchtime Meetings and Education Programme. This will include occasionally presenting to the team of 90+ pharmacists.
- the production and development of Medicines Information Training Programmes under the direction of the Senior Medicines Information Pharmacist.

To develop and maintain contacts with appropriate local, regional and national clinical specialist pharmacy interest groups, such as the Regional Medicines Information Network.

### **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 ensure that the production of all written information conforms to UKMI quality assurance standards

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

To ensure adequate verbal or written communication is adopted with other healthcare professionals, patients and carers when providing complex 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 be involved in the identification, development and implementation of specialist multidisciplinary clinical guidelines and policies, under the management of the Lead Clinical and Directorate Pharmacist or Clinical Pharmacy Services Manager, and the Lead Medicines Management Pharmacist

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

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.

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

### **Clinical Governance**

To participate in research and development carried out within own specialist area of work.

To participate in clinical audit in own area of responsibility under the direction of the Senior Medicines Information Pharmacist, Lead Clinical and Directorate Pharmacist, Clinical Pharmacy Services Manager or Medicines 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.

Assist the Senior Medicines Information Pharmacist in reviewing and implementing UKMI quality standards for external audit purposes.

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 (e.g. cytotoxic agents) in the correct and safe manner following Trust and National legislation.

### **Management**

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

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

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

To assist in the development and production of a strategy for workload allocation e.g. telephone answering rota for the Medicines Information service, and adapt these practices in periods of absence of Medicines Information staff to ensure the Medicines Information service is accessible to its users at all times.

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, including Medicines Information, 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, the Lead Clinical and Directorate pharmacist or Clinical Pharmacy Services Manager.

### **Appraisal**

The postholder will be appraised by the Senior Medicines Information 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.

#### **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.