

Pharmacy Department- Job Description

Job Title:	Advanced Specialist Pharmacist - Antimicrobials
Grade:	Band 8a
Hours of duty:	37.5 hours per week + Emergency Duty Commitment
Site:	PRH
Department:	Pharmacy
Care Group:	Support Services
Managerially accountable to:	Operational Head of Pharmacy PRH
Professionally accountable to:	Chief Pharmacist

Key Relationships:

- Clinical Pharmacy Team
- Rotational pharmacists
- Consultant Microbiologists
- Infection Control Team
- Medical staff
- Nursing staff

Role Summary

The post holder will:

- Promote safe, efficient and effective use of antimicrobials within the Trust in accordance with the Trust's antimicrobial guidelines and policies.
- Work as an independent prescriber to support the effective use of antimicrobials.
- Carry out advanced duties in Clinical Pharmacy at ward and department level.
- Be lead pharmacist for antimicrobial stewardship undertaken by the pharmacy team.
- Be a clinical co-ordinator or tutor for the Keele University Diploma in Clinical Pharmacy
- Line manage and undertake the annual appraisal of allocated band 6 pharmacists

Main Duties and Responsibilities

Provision of Highly Specialist Clinical Service:

1. Work closely with the Consultants, other clinical pharmacists and prescribers to promote key prescribing messages, facilitate cost-effective prescribing, reduce the unnecessary or inappropriate use of medicines and improve therapeutic drug monitoring.
2. Provide highly specialist professional and clinical information and advice to the multidisciplinary healthcare staff, patients and carers regarding antimicrobials.
3. Counsel patients or carers about medicines ensuring understanding. Overcoming problems of communication and other difficulties for patients (and their carers) with succinct advice and physical and written aids to concordance. This may involve providing advice and counselling to patients and carers who may be upset, anxious or angry on the appropriate use of their medicines
4. Function as a generalist pharmacist Independent Prescriber (IP) with a speciality in antimicrobials ensuring appropriate medicines are prescribed or de-prescribed after assessment. This will be in line with GPhC registration requirements and be formally agreed with all appropriate and relevant clinicians. As an IP pharmacist the post holder will:
 - Practice within the scope of the GPhC registration
 - Adhere to the Trust Medicines policy in relation to scope and responsibilities of role
 - Comply with the Trust Medicines Formulary
 - Be responsible for providing on-going evidence of competency in relation to their prescribing role
5. Lead the pharmacy department and motivate pharmacy staff in all matters relating to antimicrobials
6. Respond to ad hoc and urgent enquiries about antibiotic related issues.
7. To organise, collate and distribute information for Antimicrobial Stewardship Meetings
8. Attend meetings with staff to review and challenge antibiotic prescribing practice and suggest ways to change practice.
9. Challenge and advise on prescribing practice in line with published evidence and national and local guidance and provide an interpretation in areas of uncertainty.
10. Develop reports concerning antibiotic usage for the defined clinical area to ensure that significant variances are highlighted together with proposals for appropriate action.
11. Respond to patient and member of the public's enquiries about antimicrobial medications and related issues.
12. Attend multidisciplinary meetings e.g. infection control and prevention, root cause analysis meetings as required by the post.
13. To undertake and co-ordinate teaching of doctors, nurses, pharmacists and pharmacy staff and other healthcare professionals as required.

14. Work with healthcare professionals to develop and implement action plans to bring antimicrobial prescribing in line with national and local policy.
15. Complete audits on antimicrobial usage as required by the West Midlands Antimicrobial Pharmacists Group
16. Undertake audits and reporting of antibiotic usage as required by national governing bodies e.g. CQUINs.

Ward based services

1. Participate in clinical pharmacy services to allocated wards, including leading the morning huddle and co-ordinating the ward team.
2. Obtain an accurate drug history for specific patients on admission
3. Identify and resolve omissions and inaccuracies in prescribing for medicines prescribed on admission
4. Assess whether medication brought into hospital by the patient is fit for use and remove (with the patient's permission) any unwanted or unusable medicines.
5. Be involved in the clinical assessment of patients, consulting with the relevant medical teams, and plan clinically and pharmaceutically sound prescriptions and formulations.
6. Provide a clinical pharmacy service to designated wards. This includes:
 - Provision of pharmaceutical advice to medical and nursing staff
 - Review of prescription charts according to Trust policy. This involves making recommendations tailored to the context of specific patients or situations, checking drug doses are correct, checking intravenous medicines and compatibilities, addressing co-existing medical diseases and conditions such as hepatic and renal impairment
 - Supply of medicines to inpatients
 - Endorsing of prescriptions charts according to Trust policy
 - Risk management and compliance with medicines
7. Ensure primary/secondary care interface communication, especially on discharge from hospital.
8. Record interventions made on wards
9. Ensure specified ward has a stock list, the range and level of which should match usage and be agreed with the ward manager
10. Review stock range and level according to usage analysis and the needs of the user at least every 12 months.
11. Carry out annual storage audits and three-monthly controlled drug audits promptly and report any problems to Chief Pharmacist, as appropriate

Dispensary Services

1. To participate in dispensary cover when required as the named responsible pharmacist.
2. Attend the dispensary at the allocated time
3. Deal only with dispensary matters during this period.
4. Work to standards defined in dispensary procedures
5. Ensure that prescriptions are clinically screened to promote the rational use of drug therapy and evaluation of the appropriateness of the regimen selected and to minimise clinical risk resulting from medicine use.
6. Record interventions made in the dispensary
7. Work with the team to ensure response times are met for prescriptions.
8. Check outpatient prescriptions, inpatient requests and TTOs.
9. Counsel and provide information to patients about their medication.
10. Supervise the work of support staff working in the dispensary.
11. Carry out final check of Controlled Drug ward supplies which have been dispensed
12. Assist in the training of student technicians and pre-registration pharmacists in the dispensary.
13. Discharge existing statutory regulations concerning the receipt, storage, issue, handling, dispensing, and processing of pharmaceutical preparations.
14. Assist with putting away of stock drugs.

Provide Emergency Duty Service

1. Take responsibility for locking up the department according to the Emergency Duty Pharmacist rota.
2. Respond by phone within 10 minutes of receiving a message or call.
3. Be responsible for providing advice, medicine information and supply of items which cannot wait until pharmacy is next open.
4. Attend the hospital, if necessary, within 1 hour of receiving a message, or within an appropriate time scale.
5. Record details of all calls.

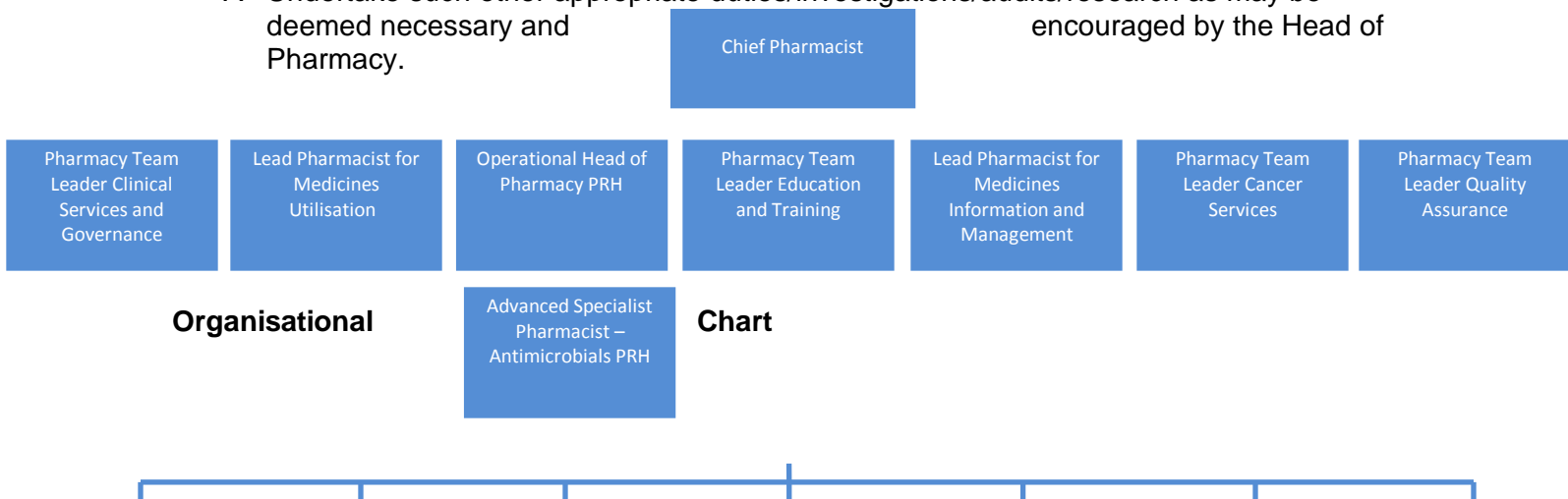
6. Meet with the Clinical Services Manager/Head of Department after each Emergency Duty Pharmacist session to discuss calls, if necessary
7. Order additional stocks of drugs from suppliers if urgently required for a clinical need

Education and Training

1. Train and assess pre-registration pharmacists, technicians and junior clinical rotational pharmacists according to relevant guidelines/standards.
2. Provide education and training to pharmacy staff as appropriate.
3. Provide education and training to other healthcare professionals as appropriate.
4. Provide education to patients as appropriate.
5. Become actively involved in research projects and other pharmacy practice studies with particular emphasis on antimicrobials.
6. Assist the development of clinical and pharmaceutical audit through practice and computerised applications.

Other responsibilities:

1. Provide complex medicines related information on all aspects of drug usage to nursing and medical staff in person, in writing and by telephone
2. Maintain and improve quality in all areas of work in accordance with the Trust's systems, standards and guidelines.
3. Be involved in pharmacy services at weekends and bank holidays on a rotational basis
4. To participate in the Trust's Major Incident Procedure
5. Ensure compliance with Medicines Legislation of all prescribing
6. Contribute to the effectiveness of the pharmacy by making suggestions for innovation and development in professional aspects of the work.
7. Undertake such other appropriate duties/investigations/audits/research as may be deemed necessary and encouraged by the Head of Pharmacy.





Health & Safety

As an employee of the Trust you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

Infection Prevention and Control

The prevention and management of acquired infection is a key priority for the Trust. Any breach of infection control policies is a serious matter which may result in disciplinary action.

As an employee of the Trust you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and
- be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff; and
- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

Information Governance

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently and effectively. You are required to comply with the Trust's Information Governance policies and standards. Failure to do so may result in action being taken in accordance with the Trust's Disciplinary Procedure.

- **Confidentiality and Security** - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.
- **Disclosure of Information** - The unauthorised use or disclosure of information relating to the Trust's activities or affairs, the treatment of patients or the personal details of an employee, will normally be considered a serious disciplinary offence which could result in dismissal. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment. Unauthorised disclosure of any of this information may be deemed as a criminal offence. the unauthorised you and the Trust may

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If you are found to have permitted disclosure of any such information, face legal action.

- **Information Quality and Records Management** - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

Professional Standards and Performance Review

As an employee of the Trust you have a responsibility to:

- participate in statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates; and
- participate in the Trust's appraisal processes including identifying performance standards for the post, personal objective setting and the creation of a personal development plan in line with the KSF outline for the post.

Safeguarding Children and Vulnerable Adults

- We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.
- As an employee of the Trust you have a responsibility to ensure that:
 - you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines.
 - you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

Social Responsibility

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

Continuous improvement

- Continuous improvement is a key aspect of daily work to be evidenced by personal commitment to contributing to the implementation of the Transforming Care Production System (TPCS) including the development and use of standard work.
- The Trust commitment to one continuous improvement method TPCS should be reflected in individual's continuing professional development plans (CPD) and all SaTH leaders are required to complete the lean for leaders training.
- As an employee you should be able to demonstrate how you continuously use the TCPS to improve patient care and staff experience supporting the Trust to deliver its organisation strategy

This job description is intended only as a guide to the duties and responsibilities of the successful post holder. It may be amended to take account of changing circumstances and service developments following discussion with the post holder.

Name of Post holder:

Signature of Post holder: Date:

Name of Line Manager:

Job Title of line manager:

Signature of Line Manager: Date: