

## The Shrewsbury & Telford Hospital (SaTH) NHS Trust Pharmacy Department

<b>Job Title:</b>	Advanced Specialist Pharmacist – High Cost Drugs and Interface (Shared role between SaTH and STWCCG/ICB)
<b>Grade:</b>	Band 8a
<b>Hours of Duty:</b>	37.5 hours per week + Emergency Drug Commitment
<b>Site:</b>	Cross-organisational, SaTH base at Princess Royal Hospital, Telford; CCG base Halesfield/Ptarmigan House TBC
<b>Department:</b>	Pharmacy
<b>Care Group:</b>	Support Services

**Managerially accountable to:** Lead Pharmacist – Medicines Utilisation and Formulary (SaTH)

**Professionally accountable to:** Chief Pharmacist (SaTH) and Deputy Director Medicines Management (STWCCG)

**Supervised by:** Senior Pharmaceutical Adviser: Provider Collaboration and Performance (STWCCG)

### Key Relationships:

#### Within Trust:

- Chief Pharmacist
- Deputy Chief Pharmacist
- Lead Pharmacist – Medicines Utilisation and Formulary
- High-Cost Drugs Pharmacy Team
- Homecare Team
- Chief Pharmacy Technicians
- Pharmacy Procurement Team
- Pharmacy Team
- Clinical Directors & Consultants, other Medical, Nursing and Healthcare Professionals
- Chairs of Drugs and Therapeutics, Safe Medicines and Governance Committees
- Clinical Service/ Professional Leads, Care Group Managers

- Training and Development Managers
- Finance, Contracts and HR colleagues

#### **External to Trust:**

- Statutory Professional and Training bodies
- Other NHS Trusts and Organisations and contracted private providers
- Professional Advisers in NHS England/Clinical Commissioning Groups (CCGs), Specialised Services Commissioners
- Medicines Information and Utilisation Groups
- Pharmaceutical Industry Representatives and commercial Software providers for information-based systems
- Integrated Care Board (ICB) strategic, quality, safety, finance committees
- GP Practices and Primary Care Networks (PCNs)
- Local Authorities, Public Health
- Care Homes
- Community Pharmacy
- Dental
- Optometry

#### **Role Summary**

The post holder will:

- Work closely in both sectors: Secondary care, Clinical Commissioning Group/ Integrated Care Board (ICB)

#### **Within Trust**

- Act as the Senior Pharmacist for the High Cost Drugs team to lead, deliver and evaluate the use of high cost medicines used in specialised commissioning in accordance to the objectives set by the Lead Pharmacist for Medicines Utilisation.
- Support the implementation of cost-effective schemes relating to the use of high cost medicines in specialised commissioning and sharing any schemes with other local providers to ensure consistency across the local healthcare economy.
- To support the provision of Medicines Utilisation information to the Trust, its clinicians and commissioners. To support the management and development of reporting mechanisms to ensure robust performance, governance and financial management.
- Implement and manage switching of biosimilars in accordance to the specialised commissioning criteria.
- Work closely with the CCG/ICB to promote safe, effective and cost effective use of medicines by monitoring formulary compliance in the primary and secondary care sector.
- Deputise for the Lead Pharmacist in Medicines Utilisation.
- Contribute to the provision of a clinical pharmacy service to other wards in the event of annual leave and sickness
- Be a clinical co-ordinator or tutor for the Keele University Diploma in Clinical Pharmacy
  - Line manage and undertake the annual appraisal of allocated staff.

- Deal with operational issues within the department on a day to day basis as required and any other unplanned events requiring the input of a member of the senior pharmacy management team

### **External to Trust (Clinical Commissioning Group/ Integrated Care Board)**

- Act as the Project Lead Pharmacist for High Cost Drugs, Formulary, Medicines Safety and Interface to support the Deputy Director of Medicines Management in driving transformation and delivering an evidence based, cost-effective and high quality service.
- Provide highly specialist medicines optimisation project management, pharmaceutical expertise and technical skills to the CCG/ICB
- Deputise for the Senior Pharmaceutical Adviser: Provider Collaboration and Performance
- The postholder will support the Senior Pharmaceutical Adviser to ensure that work streams and programmes are developed and carried out effectively.
- The postholder will support the Senior Pharmaceutical Adviser in the development of key strategies, formulary, guidelines, clinical policies and pathways.
- The postholder will maintain and improve high quality prescribing practice, reduce variation and health inequalities
- The postholder will provide support to a range of provider organisations
- The postholder will support the CCB/ICB in commissioning of clinical services
- The postholder will support and implement the CCG/ICB medicines management strategy
- The postholder will support the management of GP and wider system prescribing budgets

### **Main Duties and Responsibilities**

#### **High Cost Drugs**

1. To act as the Senior Pharmacist for the High Cost Drugs team to lead, deliver and evaluate the use of high cost medicines used in specialised and ICB/CCG commissioning in accordance to the objectives set by the Lead Pharmacist – Medicines Utilisation and Senior Pharmaceutical Adviser - Provider Collaboration and Performance.
2. Engage with clinical teams to ensure appropriate use of PbR-excluded drugs ensuring that they are used in line with commissioning policies, monitoring and data collection requirements.
3. To support NHSE workplans and objectives: completion and resolution of AIV challenges in a timely manner, assurance of completion of Blueteq, support responding to questions raised by NHSE in a timely fashion, attend regular 1:1 meetings with NHSE, complete quarterly reports for the first 12 months then annually thereafter, complete medicines value report and agree workplan with NHSE for embedded pharmacists.
4. To ensure that high cost medicines used in specialised and ICB/CCG commissioning are implemented and delivered safely and with high quality.
5. To continuously monitor the drug expenditure against budgets for the high cost medicines including homecare medicines. To analyse expenditure information, seeking and investigating changing trends and making recommendations for savings, without

compromising patient care, to appropriate consultants and departments. To assist consultants, departments and primary care colleagues (GPs, nurses, practice staff) in implementing the agreed changes required to make cost savings.

6. To support implementation of any QIPP, CIP, CQUINs and other cost-effective schemes relating to the use of high cost medicines in specialised and ICB/CCG commissioning and ensure consistency across the local healthcare economy.
7. To implement and manage switching of biosimilars and other high cost medicines in accordance to specialised and ICB/CCG commissioning criteria, in conjunction with the pharmacy, specialist teams and primary care colleagues ensuring safe, efficient and comprehensive service.
8. To support the homecare team with implementing, delivering and evaluating key performance indicators as per national recommendation.
9. To provide specialist clinical pharmacy advice regarding specialised and ICB/CCG commissioning medicines and liaise with the consultants, nursing teams and primary care staff to support safe and appropriate implementation and prescribing.
10. To support the Lead Pharmacist for Medicines Utilisation on the provision of medicines utilisation data for the Trust's clinical governance groups, financial and contracts team and the wider health economy as required.
11. To support the Senior Pharmaceutical Adviser: Provider Collaboration and Performance in delivering financial balance for the CCG prescribing budgets. To support practices in managing allocated prescribing budgets effectively.
12. To identify new medicines approved by NICE Technology Appraisal Guidance (TAG) and report on their likely clinical, financial or governance implications.
13. To work closely with the Senior Pharmacy Technician in High Cost Drugs to ensure that Patient Access Schemes (PAS) which accompany NICE TAGs, or are agreed with commissioners are implemented appropriately.

### **Medicines optimisation**

1. To support the management of the prescribing budget in primary and secondary care through optimal management and implementation of the local health economy formulary - support and deliver strategic financial plan which include delivery of cost-improvement for prescribing and medicines management (QIPP)
2. To implement prescribing/medicines optimisation strategy across the Integrated Care System (ICS).
3. To support clinical governance relating to medicines use and safety including identification of themes and trends in primary care medicines safety incident reporting and supporting the Trusts medicines safety officers with investigating and disseminating information and learning.
4. To support the maintenance and achievement of statutory standards and legal requirements relating to medicines and prescribing
5. To support the delivery of medicines value priorities
6. Provide education and training on medicines optimisation and prescribing.
7. To support quality assurance and clinical governance relating to prescribing and safer/safe use of medicines. For example prioritise the implementation of national safety guidance such as Medicines and Healthcare Regulatory Authority alerts. This means that guidance is promptly and accurately communicated to all relevant providers e.g. via NetFormulary.

## **Management & Service Development**

1. To manage staff allocated to the Pharmacy service and provide information related to the use of medicines including pharmacists, pharmacy technicians, administrative pharmacy support staff.
2. To be an active leading member of the Pharmacy Senior Management Team contributing to developing and implementing pharmacy business plans and key priorities.
3. To support the Lead Pharmacist for Medicines Utilisation/Senior Pharmaceutical Advisor in developing the services provided by the department in line with National, Trust and Departmental Strategies.
4. To have a commitment to clinical governance including attendance at departmental clinical governance meetings.
5. Appraise, monitor and manage the performance of pharmacy staff / services as allocated.
6. To deputise for the Lead Pharmacist for Medicines Utilisation/Senior Pharmaceutical Advisor, where appropriate.
7. Maintain agreed records and key performance indicators, in order to provide information on both the quality and efficiency of service delivered.
8. Supports the Lead Pharmacist for Medicines Utilisation/Senior Pharmaceutical Advisor in the delivery of the Trusts and wider ICS priorities relating to the use of medicines and the required supportive information.
9. To participate in departmental management and operational duties as required to maintain the pharmacy services, including extended opening times, weekend and bank holidays on a rotational basis with other Pharmacists, including emergency duties commitment and the Trusts Major Incident Procedure.
10. To support the Lead Pharmacist for Medicines Utilisation in determining, developing, and providing specialist training to all pharmacy staff on medicines optimisation, and in particular relating to medicines utilisation, immunoglobulins, individually funded medicines, homecare services and the introduction of new medicines within the Trust.
11. Deputise for the Lead Pharmacist in Medicines Utilisation in the Sub Regional Immunoglobulin Assessment Panel (SRIAP).
12. To liaise closely with the Chief Pharmacy Technicians and support pharmacy staff within Trust and CCG/ICB to ensure appropriate processes are in place to record and handle all highly complex data entries and databases concerning medicines and their use.
13. To provide a professional lead to pharmacy technical staff and support staff managing medicines within the homecare and high cost teams.
14. Support with the recruitment of staff.
15. Be responsible for proposing and drafting changes, implementation and interpretation to medicines management and prescribing policies, prescribing guidelines and service level agreements (SLA's) which may impact service. The post holder will need to maintain a good knowledge of emerging policies and legislation from government departments relating to medicines optimisation and the wider NHS agenda.

## **Formulary and Interface**

1. To ensure via the Area Prescribing Committee (APC), Trust's Drug and Therapeutics Committee (D&TC), Safe Medicines Practice Group (SMPG), ICS Medicines Safety Committee and Clinical Governance structures that new medicines and therapies are

made available and approved for use based on sound, robust clinical evidence and in line with national recommendations such as NICE and with NHS England.

2. To work with primary and secondary care lead clinicians to ensure the safe and effective implementation of new medicines both within the Trust and across the local health economy involving close working with the CCG/ICB and the appropriate individuals within those teams.
3. To take the lead for formulary management and review, working with CCG/ICB and other providers to ensure the joint health economy wide formulary is regularly reviewed and updated and new formulary decisions are effectively disseminated and communicated to service leads and clinical directors across care groups and the wider local health economy
4. Research and critically evaluate highly complex information on new medicines development in all therapeutic areas and facilitate the implementation of evidence-based drug treatment guidelines for specific diseases.
5. To work with the CCG/ICB Medicines Management advisors within the local health economy via the Area Prescribing Committee to:
  - Develop and implement medicines strategies across the primary-secondary care interface.
  - Ensure Trust decisions and policy involving medicines within the wider local health economy are presented to APC for a system decision
  - Contribute to the implementation of ICS commissioning formulary agreements and prescribing guidelines
  - Review prescribing information and data to determine and demonstrate best practice
6. Engage prescribers to ensure awareness and implementation of NICE TAGS, safety alerts and local and national clinical guidelines within the local health economy.
7. Attend Drugs and Therapeutics Committee and Area Prescribing Committee meetings where required.
8. To support the Lead Pharmacist for Medicines Utilisation and Senior Pharmaceutical Adviser: Provider Collaboration and Performance in providing expert pharmaceutical advice in response to individual funding requests (IFR). To work closely with Lead Clinicians and Commissioners in providing complex data and information to enable the IFR panel in reaching decisions.
9. To support the Lead Pharmacist for Medicines Utilisation and Senior Pharmaceutical Adviser: Provider Collaboration and Performance in ensuring that Effective Shared care Agreements (ESCA) are developed and implemented when required by primary care and to make these available to Trust clinician and GPs.
10. To provide a link between the Trust and ICS medicines related committees and the Pharmaceutical Industry, meeting with representatives from the industry and guiding them as to appropriate behaviour within the ICS, and how to proceed with respect to new drugs and formulary applications.
11. To operate effectively in a flexible and demanding environment and proactively engage with national and local commissioners, including NHS England, specialist commissioners, CCG/ICB and wider stakeholders.
12. To effectively access, interpret and manipulate ePACT2 and PrescQipp data and all available clinical prescribing and population health databases across primary and secondary care. To utilise prescribing/data support systems effectively.

13. To draft reports summarising status on issues, appraising outcomes, and providing progress reports for the Deputy Director of Medicines Management and CCG/ICB boards / committees.
14. To collate as required, qualitative and quantitative information and lead appropriate analysis to develop robust business cases and contribute to projects and prioritisation for the medicines optimisation team.

### **Highly Specialist Clinical Service**

1. Work closely with multi-disciplinary teams including very senior clinicians across primary and secondary care 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 medicine policies and procedures.
3. Liaise closely with multidisciplinary healthcare staff on the production and maintenance of medicine policies and procedures in relation to patients on high cost medicines.
4. Provide expert specialist advice to multidisciplinary healthcare staff, patients and carers about medicines used to treat conditions and complex treatment strategies where there is limited evidence and where medical opinion may differ and make recommendations tailored to the context of specific patients or situations.
5. Critically evaluates and interprets evidence from published data to attain specialist knowledge of the management of diseases which may be required when providing clinical advice to healthcare staff
6. Provide specialist advice for the introduction of new drugs into the area including the review of the clinical evidence and financial information.
7. 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
8. Function as an Independent Prescriber (IP) to optimise medicine regimes for the patient, 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 roleComply with the local health economy formulary and Trust medicines formulary where applicable
  - Be responsible for providing on-going evidence of competency in relation to their prescribing role
9. Investigate pharmaceutical problems arising from the use of medicines and participate and encourage medical staff in adverse drug reaction and medicines incident reporting
10. Lead the pharmacy department and motivate pharmacy staff in all matters relating to the management of patients on high cost medicines.

11. Act as a role model for pharmacists providing a clinical pharmacy service. This will involve the mentoring of staff
12. Lead, develop, plan, and regularly undertake and co-ordinate pharmacy audits, practice research and prescribing projects to review treatment of conditions of patient on high cost medicines within the Trust
13. Investigate incidents and complaints related to medicines usage and to be involved in root cause analysis reviews within the specialist area to improve safety and quality of the service

### **Clinical Ward Service**

1. Participate in clinical pharmacy services to allocated wards, including leading the morning huddle and co-ordinating the ward team.
2. Visit agreed wards on request ensuring standards specified in competency framework handbook are adhered to, prioritising according to time allocated.
3. Obtain an accurate drug history for specific patients on admission
4. Identify and resolve omissions and inaccuracies in prescribing for medicines prescribed on admission
5. 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.
6. Be involved in the clinical assessment of patients, consulting with the relevant medical teams, and plan clinically and pharmaceutically sound prescriptions and formulations.
7. 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
  - Regular attendance and participation in a consultant ward round
8. Ensure primary/secondary care interface communication, especially on discharge from hospital.
9. Record interventions made on wards
10. Ensure specified ward has a stock list, the range and level of which should match usage and be agreed with the ward manager
11. Review stock range and level according to usage analysis and the needs of the user at least every 12 months.
12. Carry out annual storage audits and three-monthly controlled drug audits promptly and report any problems to Chief Pharmacist, as appropriate.

### **Dispensary Service**

1. To participate in dispensary cover when required as the named responsible pharmacist.
2. Attend the dispensary at 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. Dispense outpatient prescriptions, inpatient requests and TTOs if required.
9. Dispense and check clinical trial prescriptions as per procedure.
10. Check outpatient prescriptions, inpatient requests and TTOs.
11. Counsel and provide information to patients about their medication.
12. Supervise the work of support staff working in the dispensary.
13. Carry out final check of Controlled Drug ward supplies which have been dispensed
  
14. Assist in the training of student technicians and pre-registration pharmacists in the dispensary.
15. Discharge existing statutory regulations concerning the receipt, storage, issue, handling, dispensing, and processing of pharmaceutical preparations.
16. Assist with putting away of stock drugs.

### **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 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 Pharmacist Team Leader – Clinical Services & Governance 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**

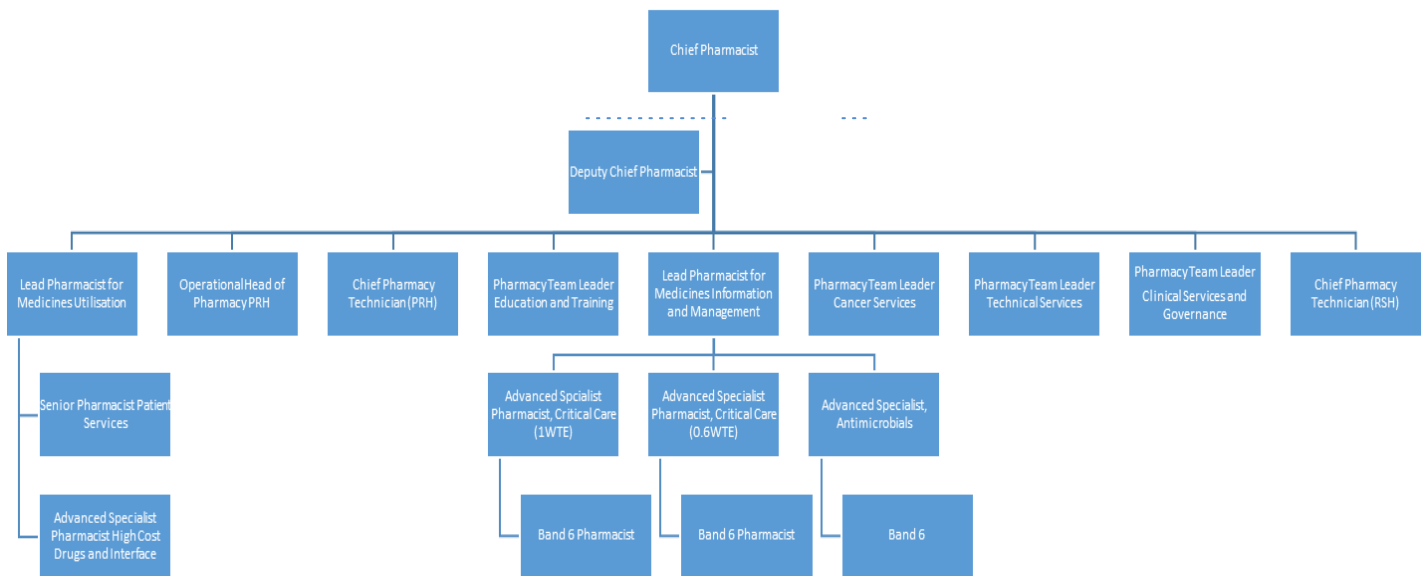
1. Train and assess pre-registration pharmacists, technicians and junior clinical rotational pharmacists according to relevant guidelines/standards.
2. Provide education and training to pharmacy staff as appropriate.
3. Provide education and training to other healthcare professionals as appropriate.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

### **General**

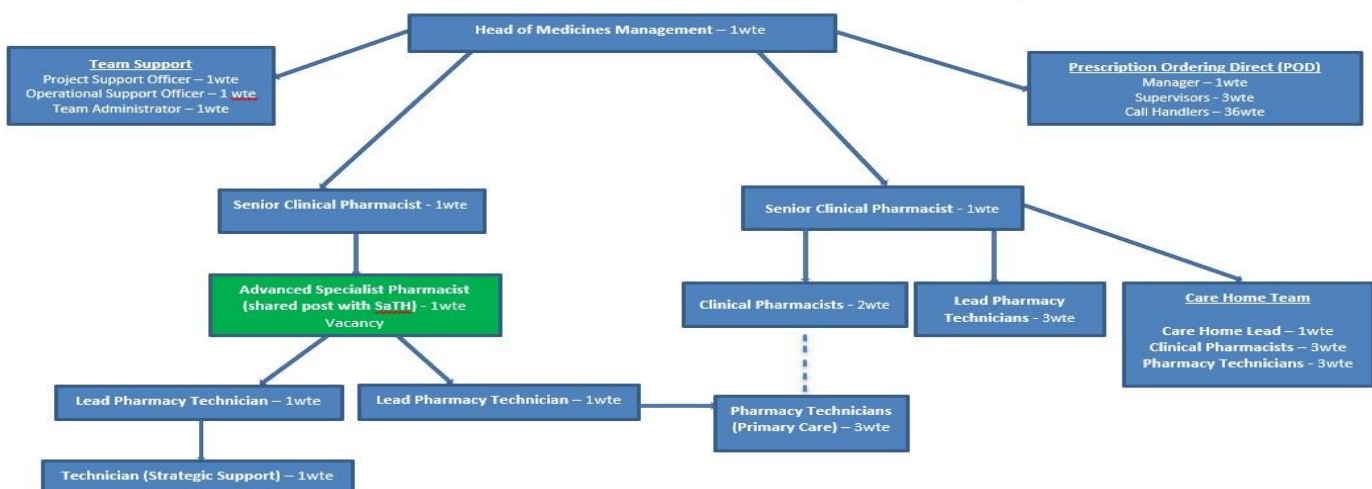
1. Provide complex medicines related information on all aspects of drug usage to nursing, medical staff, pharmacists and other allied health professionals in person, in writing and by telephone across all sectors
2. Ensure compliance with medicines legislation of all prescribing

3. Be involved in ward-based medicine management on Saturdays and Bank Holidays (on a rotational basis).
4. Contribute to the effectiveness of pharmacy by making suggestions for innovation and development in professional aspects of the work.
5. Undertake such other appropriate duties/investigations/audits/research as may be deemed necessary.

## Organisational Charts



### SHROPSHIRE, TELFORD and WREKIN CCG MEDICINES MANAGEMENT TEAM



## 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. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may 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**

The Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower staff at all levels to have the confidence, capability, passion and knowledge, to test changes and make improvements at the Trust and the communities we serve. Following a successful five-year partnership with the Virginia Mason Institute in the USA, the Trust continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you to make improvements, whilst also providing training at various stages of your time at the organisation, as part of your continuing professional development.

