

**The Shrewsbury & Telford Hospital NHS Trust
Pharmacy Department**

Job Title:	Advanced Specialist Pharmacist – Acute Assessment
Grade:	Band 8a
Hours of Duty:	37.5 hours per week + EDC
Site:	Cross-site, with base at RSH
Department:	Pharmacy
Care Group:	Support Services

Managerially accountable to: Pharmacist Team Leader – Clinical Services & Governance

Professionally accountable to: Chief Pharmacist

Key Relationships:

- Clinical Pharmacy Team
- Rotational Pharmacists
- Band 6 Pharmacists
- Pharmacist Team Leader – Clinical Services & Governance
- Ward managers, nursing staff and other health care professionals
- Non-Medical Prescribers (NMPs) forum
- Medical Consultants

Role Summary

The post holder will:

- Be a highly specialised clinical Pharmacist delivering a high level to clinical Pharmacy input for the acute admissions patient on the acute assessment area.
- Work as an independent prescriber to optimise medicine regimes for the patients on the acute assessment area.
- Contribute to the provision of a clinical Pharmacy service to other wards in the event of annual leave and sickness
- Be lead Pharmacist regarding the day-to-day delivery of a consistently high clinical Pharmacy service for the acute patient on the acute assessment area.. The service will be delivered in conjunction with junior Pharmacists and medicine management technicians and will include daily ward visits, participation in consultant ward rounds and teaching of medical, nursing and less experienced Pharmacy staff
- Be a clinical co-ordinator or mentor for Pharmacy staff undertaking a Diploma in Clinical Pharmacy
- Line manage and undertake the annual appraisal of allocated Pharmacy staff

- Act as a role model for, and be responsible for developing core competencies of any Pharmacist working on the acute assessment area organising their training and assessing their competency
- Work with the Team Leader – Clinical Services & Governance regarding the operational management and strategic development of pharmaceutical services and to reduce the risk of medication misadventure on the acute assessment area.

Main Duties and Responsibilities

Highly Specialist Clinical Service

1. Work closely with the Consultant Physicians, other clinical Pharmacists, and medical staff 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 the acute assessment area
4. Provide expert specialist advice to multidisciplinary healthcare staff, patients and carers about medicines used to treat conditions of the patient on the acute assessment area 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 of the patient on the acute assessment area 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 acute patient on the acute assessment area, 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
 - Be required to concentrate for frequent and prolonged periods whilst reviewing, advising on, and prescribing for acutely unwell patients
 - Undertake annual audit of prescribing, meet with DMP and complete annual revalidation process
9. Investigate pharmaceutical problems arising from the use of medicines and participate and encourage medical staff in adverse drug reaction reporting
 10. Lead the Pharmacy department and motivate Pharmacy staff in all matters relating to the management of patients on the acute assessment area
 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 the patient on the acute assessment area 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 ward daily and other 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. Fulfil role of the Responsible Pharmacist when allocated.
4. Deal only with dispensary matters during this period.
5. Work to standards defined in dispensary procedures
6. 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.
7. Record interventions made in the dispensary
8. Work with the team to ensure response times are met for prescriptions.
9. Dispense outpatient prescriptions, inpatient requests and TTOs if required.
10. Dispense and check clinical trial prescriptions as per procedure.
11. Check outpatient prescriptions, inpatient requests and TTOs.
12. Counsel and provide information to patients about their medication.
13. Supervise the work of support staff working in the dispensary.

14. Carry out final check of Controlled Drug ward supplies which have been dispensed
15. Assist in the training of pre-registration Pharmacy Technicians and Foundation Year Pharmacists in the dispensary.
16. Discharge existing statutory regulations concerning the receipt, storage, issue, handling, dispensing, and processing of pharmaceutical preparations.
17. 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.
8. Participate in the Trust's Major Incident Procedure if required

Education and Training

1. Train and assess Foundation Year Pharmacists, Pharmacy 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.

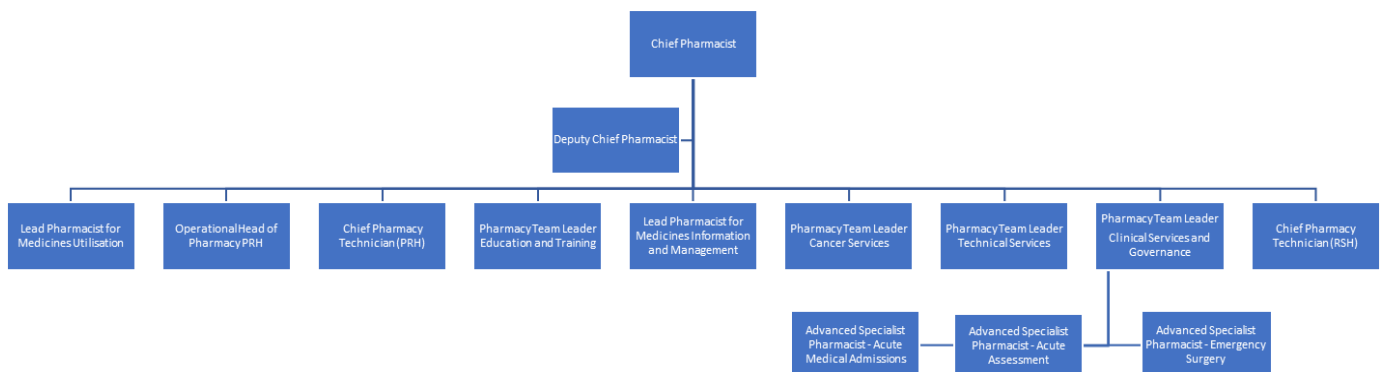
Staff Management

1. Manage, mentor, and supervise Pharmacists and technicians
2. Ensure the optimal allocation of staff to duties
3. Line manages performance issues and sickness absence and undertake the annual appraisal of allocated Pharmacy staff
4. Aid in the recruitment of staff

General

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. 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 the 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 and encouraged by the Head of Pharmacy.

Organisational Chart



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.

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

Signed.....

Member of Staff

Date.....

Signed

Deputy Chief Pharmacist Medicines Optimisation and Transformation

Date.....