

**THE SHREWSBURY & TELFORD HOSPITAL NHS TRUST  
PHARMACY SERVICES  
JOB DESCRIPTION**

**Job Title:** Clinical Pharmacist  
**Centre:** Pharmacy  
**Band:** Band 7 + Emergency Duty Commitment  
**Accountable to:** Chief Pharmacist  
**Responsible to:** Operational Head of Pharmacy PRH  
**Liaises with:**

**Within Trust:**

All other pharmacy staff  
Medical, nursing and healthcare professionals  
Centre chiefs/Directors of Operations/Head of nursing  
Patient Safety Team  
Clinical service/Professional Leads

**External to the Trust:**

Statutory Professional and Training bodies  
Other NHS Trusts and Organisations  
Heads of Medicines Management CCGs  
Local Community Trust  
Primary Care Professionals such as GP's, community pharmacists  
and primary care nurses

**RELATIONSHIPS**

- A. Is responsible to the Operational Head of Pharmacy PRH, and managed by the Lead Pharmacist in charge of the appropriate pharmacy service.
- B. Supervises the work of the staff allocated to him/her.

**Job Summary**

To carry out advanced duties in Clinical Pharmacy Services at ward and department level.

Take responsibility and provide expert advice on medicines reconciliation and discharge Planning across the Trust & work closely with Consultants and other Healthcare professionals To ensure the safe, effective and efficient use of medicines.

To be accountable for own professional actions, working within the Medicines, Ethics and Practice Code of the GPhC and to be named as a Responsible Pharmacist as required by the Pharmacy Service

**A. PATIENT SERVICES**

- 1. To provide medicines management at the Princess Royal Hospital.

- a) Take Drug History from patient / parents or guardians on admission, confirm anomalies or concerns by checking notes, contacting the GP, Consultant etc
  - b) Identify and resolve omissions in prescribing for medicines prescribed on admission and during their stay in readiness for rapid discharge
  - c) Make an assessment of and extended use of patient's own medicines.
  - d) Provide in-patient medicines advice to patients / parents / carers or guardians and those professionals administering medicines.
  - e) Provide prescribing training and prescribing advice to junior doctors.
  - f) Carry out medicines monitoring and interventions making necessary amendments to treatment, recording these in the patient's record.
  - g) Minimise Clinical Risk resulting from medicines use
  - h) Ensure compliance with Medicines Legislation of all prescribing
  - i) Provide discharge planning, outreach support and counselling for patients and their relatives and other members of the hospital staff involved in the management of the patient as their care is transferred across the primary care interface
  - j) Ensure Primary/secondary care interface communication, especially on discharge from hospital.
2. To provide complex medicines related information on all aspects of drug usage to doctors, nurses and other professional staff.
  3. Overcome problems of communication and other difficulties etc for patients (and their carers / relatives) with succinct advice and physical and written aids to concordance.
  4. Assist with the development and implementation of the department audit programme
  5. To provide sound and appropriate lectures/training to groups of staff and patients
  6. To participate in emergency duty, weekend working, extended hours, bank holiday arrangements, the Trust's Major Incident Procedure and other rotas that are necessary for the efficient running of the service.

## **B. TECHNICAL**

1. To ensure and encourage the maintenance of high standards of work at all times.
2. To carry out and to supervise, dispensary duties for both in-patients and outpatients. To be named as a Responsible Pharmacist on rotation with other Pharmacists
3. To carry out quality assurance duties in accordance with existing policies.
4. To discharge existing statutory regulations concerning the receipt, storage, issue, handling, dispensing and processing of Pharmaceutical preparations.

5. To be involved in the clinical assessment of patients on the wards. Consult with the relevant Consultants etc, and plan clinically and pharmaceutically sound prescriptions and formulations.
6. To be involved in the clinical assessment of patients receiving Total Parenteral Nutrition. Consult with the relevant Consultants and Biochemists, and devise a clinically and pharmaceutically sound prescription and formulation.

### **C. SUPERVISORY**

1. In the absence of the Senior Pharmacist, to help organise the work of, and to supervise supporting staff (including Pharmacy Technicians, Pharmacy Assistants and Trainees) to meet the defined demands on that section of the department in which the Pharmacist works. To be the Responsible Pharmacist on rotation with other Pharmacists.
2. To be involved in dispensary management and the clinical pharmacy service on weekends, extended hours and Bank Holidays (on a rotational basis) and to provide, with other pharmacists, an emergency duty service after normal hours and at weekends and Bank Holidays.
3. To contribute to the effectiveness of the pharmacy by making suggestions for innovation and development in professional aspects of the work.
4. To undertake such other appropriate duties / investigations / audits / research as may be deemed necessary and encouraged by the Operational Head of Pharmacy PRH.

### **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 on-going 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**

- 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.

**Signed..... (Member of Staff)..... (Date)**

**Signed..... (Operational Head of Pharmacy PRH)..... (Date)**