

# JOB DESCRIPTION

## CARDIFF AND VALE UNIVERSITY HEALTH BOARD

09758

### JOB DETAILS

<b>Job Title:</b>	Specialist Pharmacist-Vaccination programme
<b>Pay Band:</b>	Band 7
<b>Department:</b>	PCIC
<b>Directorate:</b>	Pharmacy and Medicines Management
<b>Clinical Board:</b>	PCIC
<b>Base:</b>	Vaccination service/UHW/UHL

### ORGANISATIONAL ARRANGEMENTS

<b>Managerially Accountable to:</b>	Service Manager 8a Vaccination services
<b>Reports to:</b>	Service Manager 8a Vaccination services
<b>Professionally Responsible to:</b>	Director of Pharmacy and Medicines Management

### Our Values: *'CARING FOR PEOPLE; KEEPING PEOPLE WELL'*

Cardiff and Vale University Health Board has an important job to do. What we do matters because it's our job to care for people and keep them well. We all want to do this to the best of our abilities – but we know that good intentions are not always enough.

At Cardiff and Vale University Health Board our values and example behaviours are:

**We care about the people we serve and the people we work with**    **Treat people as you would like to be treated and always with compassion**

<b>We trust and respect one another</b>	Look for <b>feedback</b> from others on how you are doing and strive for <b>better</b> ways of doing things
<b>We take personal responsibility</b>	Be <b>enthusiastic</b> and take responsibility for what you do.
<b>We treat people with kindness</b>	<b>Thank</b> people, celebrate success and when things go wrong ask 'what can I learn'?
<b>We act with integrity</b>	Never let structures get in the way of doing the <b>right thing.</b>

Our values guide the way we work and the way we behave with others. Post holders will be expected at all times to behave in accordance with our values demonstrating commitment to the delivery of high-quality services to patients.

## **JOB SUMMARY/JOB PURPOSE**

The post-holder is responsible for providing operational oversight and support to the vaccination centres and liaison with the Directorate of Pharmacy and Medicines Management. • The post holder will undertake a Specialist Clinical Pharmacist role, providing operational oversight of the medicine's management processes in the vaccination service. • To ensure good clinical and operational governance in the vaccination service is in line with national and regional guidance. • To support the service in minimising wastage of vaccine and responsible for day to day management of vaccine logistics • To contribute to staff training. To deliver a clinical service to the vaccination service, provide pharmaceutical advice to clinical leads, nurse leads and vaccinators based on up to date local and national best practice and guidelines • Working collaboratively with other colleagues in the vaccine service, including the technical pharmacy support and support timely and safe vaccine administration to patients • Responsibility for vaccine procurement and finance and supervision of pharmacy staff on vaccination sites including oversight of the school vaccination supply. Requirement to participate in other pharmacy work as and when required.

## **DUTIES AND RESPONSIBILITIES**

### Role specific

- To liaise with relevant clinical leaders and Pharmacy management in the development and maintenance of vaccination policy and strategy and to recommend improvements to the pharmacy aspect of the vaccination service that will impact beyond just the pharmacy provision.
- To be an active member of the Pharmacy team, to attend site team meetings as appropriate and proactively support the pharmaceutical elements of the vaccination site.
- Provide education and training to multi-disciplinary team and provide induction to new members of the pharmacy team
- Ensure that all relevant documents are kept up to date, including relevant Standard Operating Procedures, PGDs and National Protocols.
- Ensure that vaccination centre staff always have available the current versions of SOPs, the Green Book chapter, National Protocols and all other relevant documents, and that they are aware of any changes.
- Ensure compliance with legal and ethical requirements.
- Ensure procedures are followed to ensure the integrity of the vaccines and that all necessary documentation related to the ordering, storage and transportation of vaccines is complete.
- Take steps to ensure consistency of practice across all staff within the centre.
- Provide high quality clinical and professional pharmaceutical advice to vaccination centre staff.
- Facilitate / participate in multidisciplinary groups as relevant to improve practice and governance.
- Monitor, audit and advise on standards of medicines management, including safe and secure systems for supply, storage and handling of vaccines and other relevant

medicines, produce written reports and recommend action plans. Liaise with and support staff to facilitate actions that have been identified.

- Ongoing vaccination reviews to ensure optimal drug usage and minimise wastage so contributing to the efficient running of the pharmaceutical side of the vaccination sites.
- Supervise the configuration of the pharmacy aspects of the vaccination centres (layout, equipment, PPE, consumables, vaccine stocks, sanitisation and waste materials) and vaccine station (vaccine, vaccine batch numbers recorded, staff member administering vaccination, date and site confirmation).
- To actively plan and manage vaccine provision for the utilisation of the site(s) including adjusting plans to consider vaccine storage requirements, availability, batch / vial sizes and expiry dates.
- Escalate / report any concerns to the operational lead on the day
- Undertake or oversee any medicines management activity relating to the vaccination sites:
  - Receipt and safe and secure handling of the vaccines
  - Maintaining the cold chain requirements
  - Onward distribution of the vaccine within the service (i.e. the same legal entity).
- Plan, advise, recommend and evaluate treatment when necessary
- Handle difficult conversations (sensitive, language barriers) and convert complex technical information into easily to understand communication
- Responsibilities for policy and service development implementation
- Adheres to Professional Code of conduct, and maintains own professional development ensuring fit for practice
- Follow local and national policy making comments on proposals for change
- Responsibilities for financial and physical resources
- Responsible for the safe and effective use of equipment and other resources, ensuring equipment is maintained in good working order
- Improve and maintain personal and professional development by participating in in-house forums, clinical meetings and clinical supervision and support the development of others by acting as a mentor and role
- Effectively use IT support systems to enhance direct and indirect care delivery
- Use of an electronic patient record system
- Submit accurate and timely activity data as required

**KEY WORKING RELATIONSHIPS:** Chief Pharmacist, Directorate Management Team, Service, Operation Managers, Immunisation coordinator's, School nurses, Pharmacy staff Medical & Nursing Staff at all levels

Medicines Information

Independent contractors, including GPs, Community Pharmacists, Specialist nurses

Other healthcare workers

**GENERAL DUTIES** Participate in the Pharmacy operational service to include daytime, late shift, weekend and bank holiday working hours as defined by departmental rotas.

## GENERAL

- **Performance Reviews/Performance Obligation:** The post holder will be expected to participate in the UHB individual performance review process, and as part of this process to agree an annual Personal Development Plan with clear objectives and identified organisational support.
- **Competence:** At no time should the post holder work outside their defined level of competence. If the post holder has concerns regarding this, they should immediately discuss them with their manager. All staff have a responsibility to inform those supervising their duties if they are not competent to perform a duty.
- **Confidentiality:** In line with the Data Protection legislation and the Caldicott Principles of Confidentiality, the post holder will be expected to maintain confidentiality in relation to personal and patient information including clinical and non-clinical records, as outlined in the contract of employment. This legal duty of confidentiality continues to apply after an employee has left the UHB. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of duties.
- **Records Management:** The post holder has a legal responsibility to create, maintain, store and destroy records and other UHB information handled as part of their work within the UHB in line with operating procedures and training. This includes all records relating to patient health, financial, personal and administrative, whether paper based or on computer. The post holder has a duty to maintain the highest levels of data quality for all records through accurate and comprehensive recording across the entire range of media they might use. All staff have a responsibility to consult their manager if they have any doubts about the correct management of records with which they work.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will, in many cases, include access to personal information relating to service users.
- **Health & Safety:** The post holder is required to co-operate with the UHB to ensure health and safety duties and requirements are complied with. It is the post holder's personal responsibility to conform to procedures, rules and codes of practice; and to use properly and conscientiously all safety equipment, devices, protective clothing and equipment which is fitted or made available, and to attend training courses as required. All staff have a responsibility to access Occupational Health and other support in times of need and advice.
- **Risk Management:** The UHB is committed to protecting its staff, patients, assets and reputation through an effective risk management process. The post holder will be required to comply with the UHB Health and Safety Policy and actively participate in this process, having responsibility for managing risks and reporting exceptions.

- **Safeguarding Children and Adults:** The UHB is committed to safeguarding children and adults therefore all staff must attend the Safeguarding Children and Adults training.
- **Infection Control:** The UHB is committed to meet its obligations to minimise infection. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of and complying with the UHB Infection, Prevention and Control procedures/policies, not to tolerate non-compliance by colleagues, and to attend training in infection control provided by the UHB.
- **Registered Health Professionals:** All employees who are required to register with a professional body to enable them to practice within their profession are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** The All Wales Health Care Support Worker (HCSW) Code of Conduct outlines the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed in NHS Wales. Healthcare Support are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Health Improvement:** all staff have a responsibility to promote health and act as an advocate for health promotion and prevention.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all UHB sites including buildings and grounds are smoke-free. Staff are encouraged to promote and actively support our No Smoking Policy. Advice and support on quitting smoking is available for all staff and patients. A hospital-based service can be accessed by telephoning 02920 743582 or for a community-based service, Stop Smoking Wales can be contacted on 0800 0852219.
- **Equality and Diversity:** We are committed to promoting inclusion, where every staff member has a sense of belonging. We welcome applications from everyone and actively seek a diverse range of applicants. We value our differences and fully advocate, cultivate and support an inclusive working environment where staff treat one another with dignity and respect. We aim to create an equitable working environment where every individual can fulfil their potential no matter their disability, sex, gender identity, race, sexual orientation, age, religion or belief, pregnancy and maternity or marriage and civil partnership status.
- **Dignity at Work:** The UHB condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the UHB Disciplinary Policy.

- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of the current UHB Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public. The UHB also encourages employees to use their available Welsh language skills
- **Job Description:** This job description is not inflexible but is an outline and account of the main duties. Any changes will be discussed fully with the post holder in advance. The job description will be reviewed periodically to consider changes and developments in service requirements.

## PERSON SPECIFICATION

### CARDIFF AND VALE UNIVERSITY HEALTH BOARD

<b>Job Title:</b>	Specialist Pharmacist Vaccination Programme	<b>Department:</b>	
<b>Band:</b>	7	<b>Clinical Board:</b>	PCIC
<b>Base:</b>	Vaccination sites		

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Pharmacy Degree (MPharm or MSc)</li> <li>Registered as a Pharmacist with the General Pharmaceutical Council</li> <li>Postgraduate qualification (e.g. MSc/Diploma) in Clinical Pharmacy and/or Information Science or equivalent relevant experience</li> </ul>	<ul style="list-style-type: none"> <li>Membership of the Royal Pharmaceutical Society</li> </ul>	Application Form Certificate Check Register Check
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Broad post-registration experience of working in a Hospital Pharmacy Department</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in immunisation services</li> </ul>	Application Form Interview References
<b>SKILLS</b>	<ul style="list-style-type: none"> <li>Good verbal/written communication skills</li> <li>Presentation skills</li> <li>Good negotiation skills</li> <li>Supervisory skills</li> <li>Organisational abilities</li> <li>Literature searching skills</li> <li>Critical appraisal skills</li> <li>Utilisation of information resources and MS Office packages</li> <li>Good keyboard skills</li> <li>IT literate</li> <li>Decision making</li> <li>Good teaching/training skills</li> </ul>	<ul style="list-style-type: none"> <li>Leadership skills</li> <li>Completed Service Improvement training</li> </ul>	Application Form Interview References
<b>SPECIAL KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Good knowledge of pharmacology and therapeutics and ability to apply it</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>General knowledge of NHS developments in primary and secondary care</li> </ul>	Application Form Interview References
<b>PERSONAL QUALITIES</b> <i>(Demonstrable)</i>	<ul style="list-style-type: none"> <li>Works to deadlines</li> <li>Flexible/adaptable approach to work and needs of the service</li> <li>Conscientious</li> <li>Ability to work as part of a team</li> <li>Emotional resilience</li> <li>Professional attitude</li> <li>Responsible</li> <li>Assertive</li> </ul>	<ul style="list-style-type: none"> <li>Innovative</li> <li>Shows initiative</li> <li>Forward thinking</li> <li>Autonomous worker</li> <li>Broad outlook</li> <li>Confident and calm</li> </ul>	Application Form Interview References

	<ul style="list-style-type: none"> <li>• Enthusiastic</li> <li>• Organised/methodical</li> </ul>		
<b>OTHER</b> <i>(Please Specify)</i>	<ul style="list-style-type: none"> <li>• Commitment to self-study and self-development</li> <li>• Understanding and responsive to patient needs</li> </ul>	<ul style="list-style-type: none"> <li>• Welsh speaker</li> </ul>	Interview