



**University Hospitals  
of North Midlands**

NHS Trust

# Job Description and Person Specification

**PROUD  
TO  
CARE**



# Join the UHNM Family

University Hospitals of North Midlands NHS Trust is one of the largest and most modern in the country. We serve around three million people and we're highly regarded for our facilities, teaching and research.

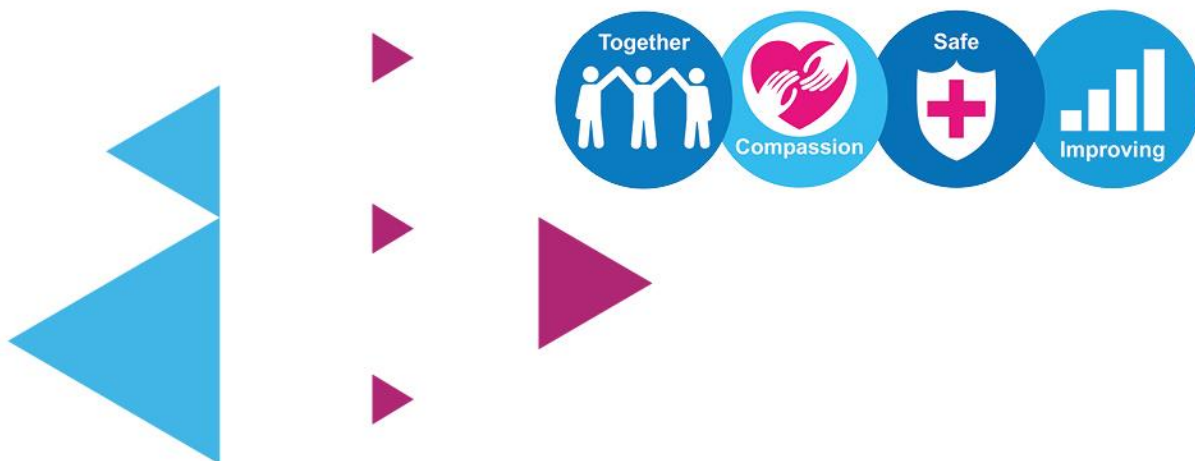
The Trust has around 1,450 inpatient beds across two sites in Stoke-on-Trent and Stafford. Our 11,000 strong workforce provide emergency treatment, planned operations and medical care from Royal Stoke University Hospital and County Hospital in Stafford.

We are a specialist Major Trauma Centre for the North Midlands and North Wales. Happy staff make for happy patients, and with the help of both we have put together a wide range of development and support packages aimed at ensuring that everyone at the Trust has the opportunity to fulfil their potential and meet their aspirations as well as the tools to provide great care.

Our mission to provide the very best health care includes recruiting the best people. Our goal is to be a world-class centre of achievement, where patients receive the highest standards of care and the best people come to learn, work and research.

The Trust also has a vibrant charity arm, UHNM Charity, which provides funds to enable University Hospitals of North Midlands NHS Trust to purchase state-of-the-art medical equipment and to enhance and improve patient experience and comfort.

Many of our staff are passionate about the service they provide and want to be part of something special. You can find out more about how our staff and patients are helping to improve the health, comfort and hospital experience of local people every day at [www.uhnmcharity.org.uk](http://www.uhnmcharity.org.uk)



# Values & Promises

We have four core values and promises that were co-created by our staff, patients and carers.



## Together

- We are a Team – I will be considerate, help others to achieve our goals and support others to make positive changes
- We are Appreciative – I will acknowledge and thank people for their efforts and contributions
- We are Inclusive – I will be open and honest, welcome people's views and opinions and involve people in decisions that affect them



## Compassion

- We are Supportive – I will be empathetic and reassuring. I will support and encourage people when they need it
- We are Respectful – I will treat people fairly, with respect and dignity, protect their privacy and help them to feel comfortable
- We are Friendly – I will be welcoming and approachable. I will make eye contact, say hello and introduce myself #hellomyname is



## Safe

- We Communicate Well – I will explain clearly, share relevant and timely information and keep people updated
- We are Organised – I will plan ahead, manage my time well and be prompt in what I do
- We Speak Up – I will contribute to ensuring healthy and constructive feedback for all so we can feel safe to challenge inappropriate care and behaviour and promote our values



## Improving

- We Listen – I will welcome people's views and ideas, invite people to ask questions and share their opinions and respond to what I hear
- We Learn – I will share best practice, celebrate good performance and support others to use their skills, learn and grow
- We Take Responsibility – I will have a positive attitude, act and encourage people to take the initiative and make improvements

**Division: Children, Women and Diagnostics**

**Job Title: Advanced Specialist Pharmacist – Post Registration Workforce Development**

**Band: Band 8a**

**Location: Work base Royal Stoke University Hospital but duties maybe across any site and at Keele University, School of Pharmacy and Bioengineering**

**Hours: Average of 37.5 hours/week across a 7 day working rota (with a maximum weekend commitment of 1 in 4) plus On Call Duty as required by department.**

**Managerially accountable to: Advanced Clinical Lead Pharmacist, Workforce Development**

**Professionally accountable to: Clinical Director of Pharmacy (UHNM)**

**Role Summary Post Reg Training (UHNM)**

The post holder is expected to

- Under the strategic guidance of the Advanced Clinical Lead Pharmacist for workforce development, lead on all post registration training for pharmacy staff at UHNM including the Step-up programmes, Technician Medicines Management Training, Post Registration Foundation Pharmacy, Advanced Pharmacist Training and Development including Faculty, Consultant Pharmacist Pathway development and all other post registration/registration academic studies across all Pharmacy Staff Groups.
- To scope all available internal and external training for post-registration staff and manage the application and funding processes for all training applications.
- To monitor and ensure maintenance of training records for post registration staff.
- To lead on Independent Prescribing (IP) for all Pharmacists post-registration. Supporting access to appropriate training for suitable 'legacy' staff and leading on the continuing professional development of all Pharmacist IPs at UHNM. In addition to lead on the scoping and development of the Designated Pharmacist Prescriber role and a program to support and maintain competence as a DPP.
- To develop and lead on the clinical supervision and mentoring program for junior pharmacists at UHNM.
- Network at a Regional and National level to ensure best practise with regards to the Post registration Workforce Development offered at UHNM.
- Support the Pharmacy Workforce Development Team in ensuring the UHNM Pharmacy Department becomes an exemplar site for pharmacy workforce development.
- Work with the Pharmacist Team Leader for Workforce Development regarding analysis of engagement with and cost of available post registration training, involving report writing and presentation and horizon scanning.

**Role Summary Clinical Service Delivery (UHNM)**

- Deliver a high quality patient focused clinical pharmacy service to any allocated ward/clinical area. This includes: proactive engagement with clinicians and the wider multi-disciplinary team (MDT); delivery of medicines optimisation, governance and safety initiatives; supporting patient flow for both in-patient and out-patient areas
- Undertake ward rounds and/or patients reviews using the clinical prioritisation tool. This may be in ward or clinic settings
- Ensuring that clinical pharmacy workload activities are recorded and regularly reviewed to inform service developments and quality improvements.



- Ensure that all medicines related policies are embedded into routine practice and support the clinical governance, risk management and medicines safety agenda. This includes preparation for Care Quality Commission inspections and a remedial action plan implementation.
- Proactively support the antimicrobial and antifungal stewardship agenda within the Trust via implementation of guidelines, undertaking audits and recommended actions and initiatives to minimise consumption and resistance patterns.
- Work with the Advanced Specialist Pharmacist – Commissioning and Best Value Medicines to implement commissioning requirements regarding PBr excluded / Cancer Drug Fund medicines including Blueteq completion, clinical service specifications, free of charge medicines and CQUINs.
- Support the managed entry of new medicines.
- Review the clinical evidence base to support the use of any new antimicrobial and antifungal agents relevant to their ward and their inclusion on the local health economy formulary. This will be done in conjunction with the Pharmacy Directorate Clinical Information Team and will include cost effectiveness and financial forecasting.
- Commitment to undertake initiatives to support quality improvement initiatives and the change agenda within Pharmacy
- Undertaking medicines related audits and practice research to improve service delivery and safety.
- Although primarily based at the Royal Stoke Hospital site the post holder will work across all sites of the hospital as required by the demands of the service

#### **Role Summary Other**

- Proactively contribute and support the implementation of the: Pharmacy Workforce Development Strategy, Pharmacy Directorate Annual Business Plan; UHNM Medicines Optimisation and Clinical Strategy; the Hospital Pharmacy Transformation Plan and digital medicines roadmap including electronic prescribing and administration medicines.
- Proactively contribute to effective team working via: regular communication and engagement with all members of the pharmacy and MDT team; forward planning and sharing of ideas; celebrating success; learning lessons from adverse incidents and proactively addressing feedback from service users and patients.
- Effectively manage, support and develop any junior pharmacists, trainee pharmacists and / or pharmacy technicians through implementation of relevant Trust Human Resources Policies, acting as a role model and undertaking meaningful peer review.
- Commitment to staff engagement and well-being initiatives to support improvement of national Staff Survey results within Directorate.
- Take every opportunity to positively promote the Pharmacy Directorate at UHNM through practice research including the publication of abstracts and articles in peer reviewed journals and regional / National conferences.
- Support delivery of clinical placements for Stage 3 and Stage 4 MPharm students
- Working closely with colleagues in developing and delivering the placement program, reinforcing appropriate linkages within an integrated curriculum.
- Contributing to undergraduate teaching in areas appropriate to their personal expertise through the development of clinical case studies and review of course content, and to supervise undergraduate projects.
- Working with the university and secondary care colleagues in developing assessment tools to measure the performance of students on placement.

## **KEY AREAS AND TASKS**

### **Communication and Relationship Skills**

- Liaises, in person, in writing and by telephone, on all issues related to the workforce development needs of staff across the Pharmacy Directorate.
- Works closely with the Directorate and Divisional Team to ensure all suitable training is appropriately funded and made available and accessible to suitable staff and the training offered and provided is of high standard and best available value.
- Provides feedback on the progress with and expenditure on post registration training on a quarterly basis to the Advanced Clinical Lead Pharmacist, Workforce Development, in the form of formal quarterly reports on achievements and plans.
- Leads the Pharmacy Directorate and motivates pharmacy staff in all matters relating to Post Registration Training.
- Monitors and maintains records of engagement with learning and development opportunities by post registration pharmacists and address poor engagement appropriately.
- Provides support and advice to line managers of junior pharmacists and to junior pharmacists themselves regarding progress and development.
- Liaises, in person, in writing and by telephone, on all issues related to the use of medicines as required. The key contact person will be the lead consultant, but the post-holder will be expected to work with all other members of the MDT as appropriate.
- Works closely with the Consultant Physicians, clinical and Directorate 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.
- Provides highly specialist professional, clinical and scientific information and advice to the multidisciplinary healthcare staff, patients and carers regarding appropriate policies and procedures, and makes recommendations tailored to the context of specific patients or situations. 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.
- Acts as a role model for pharmacists providing a clinical pharmacy service. This will involve the mentoring and appraisal of staff.
- Has the ability to work across complex specialities to provide senior clinical support in the absence of other pharmacists (7day working)

### **Knowledge, Training and Experience**

#### **The Post holder will:**

- Have extensive hospital pharmacy experience post registration.
- Hold a Masters degree in Pharmacy (MPharm) or equivalent
- Be registered with the General Pharmaceutical Council (GPhC)
- Have specialist knowledge and experience of clinical pharmacy gained through postregistration study and experience.
- Undertake the professional requirement for CPD and continuing education as required by the GPhC
- Complete the independent prescribing course if a service need for an independent prescriber is identified.
- Have experience/knowledge of teaching/training in hospital pharmacy.
- Have undertaken or be prepared to undertake a teaching/training qualification.

### **Analytical and Judgemental Skills**

- Critically evaluates available training courses and associated funding and ensures best available training is provided at all times.
- Interprets available data so that recommendations and decisions can be made on the provision of Post registration workforce development within Pharmacy.
- Monitors and evaluates training that has been undertaken and monitors expenditure on training.

- Provides expert specialist advice to multidisciplinary healthcare staff, patients and carers about drugs used and complex treatment strategies where there is limited evidence and where medical opinion may differ.
- Critically evaluates and interprets evidence from published data to attain specialist knowledge of the management of patients which may be required when providing clinical advice to healthcare staff.
- Advises prescribers and nursing staff on the most cost effective use of medicines as part of the department's role in managing drug expenditure and compliance with the Joint Formulary.
- Interprets prescriptions for medicine related problems such as dosage, drug interactions and appropriateness of therapy. Considers legality, clarity and risk associated with the prescription and makes interventions to ensure safety and optimal therapy.
- Develops medication histories for specific patients by interpretation of medical notes, GP letters and verbal information from patients and carers.
- Participates in the systems to measure clinical input on the wards. Including Intervention monitoring and workload audits.
- Investigate pharmaceutical problems arising from the use of medicinal products and participates and encourages medical staff in adverse drug reaction reporting.

### **Planning and Organisational Skills**

- Plans and organises own workload, will frequently be required to produce complex written information, data and verbal presentations, often at short notice and to meet set deadlines.
- Responsible for planning and undertaking developments to improve the prudent use and monitoring of funding for training activities across post registration Pharmacy Staff.
- Responsible for planning and organising Pharmacy audits, practice research and prescribing projects within the Trust to be undertake by post registration staff.
- Plans, organises and delivers education and training to registered pharmacy staff, prescribers and nursing staff via induction programmes, specialist teaching sessions and e-learning.
- Plans and organises clinical pharmacy peer review for post registration staff.
- Plan, organise and deliver education and training on medicines management to Pharmacy staff and clinical staff throughout the trust

### **Physical Skills**

- Able to count, weigh, measure and compound extemporaneous medicines such as solutions, emulsions, creams, ointments and powders as necessary.
- Selects correct medicinal product from a range of similarly packaged products
- Uses the pharmacy computer system to produce labels for medicinal products when necessary. Uses e-mail, internet sources and specialised databases to help keep knowledge up to date and to answer medicines related questions.

### **Responsibility for Patient Care**

- Provides highly specialist professional, clinical and scientific information and advice to the multidisciplinary healthcare staff, patients and carers regarding the use of medicines, and makes recommendations tailored to the context of specific patients or situations.
- Provides 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 medications and compatibilities, addressing co-existing medical diseases and conditions such as hepatic and renal impairment.
  - Supply of medicines to inpatients.
  - Endorsing of prescription charts according to Trust policy.
  - Risk management and compliance with medicines.
  - Regular attendance and participation in a Consultant ward round

- To provide clinical pharmacy cover for other wards within the Trust as required.
- Works with the Pharmacist Team Leader – Clinical governance to address clinical governance and risk management issues relating to the use of medicines.
- Supports the Pharmacist Team Leader – Clinical governance in any NPSA actions relevant to the Specialty
- Undertakes audit or education required to improve the safe usage of medicines to treat speciality patients.
- Participates in national and local risk management and clinical governance initiatives to improve the safety of medicines used at UHNM.
- Monitors and reports on all medicines related adverse incidents and work with multidisciplinary teams to implement risk reduction strategies.
- Works as an independent prescriber where need identified within role. This activity must comply with the Trust Scope of Practice for Pharmacist Independent Prescribers (PIPs).

### **Responsibility for Professional duties**

- Provides comprehensive professional pharmacist support to both technical and ancillary staff providing a dispensing service at all dispensary sites within UHNM. This will include the involvement in the modernisation of patient services and the promotion of clinical pharmacy and medicines management initiatives within patient services.
- Provide professional and legal supervision in the dispensary as allocated. This includes the clinical screening of prescription charts from wards and outpatient clinics and the dispensing and final accuracy check of dispensed medicines (including controlled drugs) for in-patient and out-patient use.
- To participate in appropriate rotas, this may be necessary for the efficient running of the service including on-call, weekend and Bank holiday working.
- Be aware of and work within all Trust Policies and Procedures as required whilst undertaking all aspects of duties

### **Responsibility for Policy and Service Development**

- Address medicines management and pharmaceutical care issues as required
- Identify and assess potential opportunities for the role of a pharmacist prescriber within the Trust.
- Provide advice and information on the Post Registration Training and Development provided to Pharmacy to the Pharmacist Team Leader for Workforce Development and to attend regular monthly meetings for communication, performance management, problem solving and forward planning
- Contribute to the further development and annually review of UHNM Clinical Pharmacy Practice Policy and associated standard operating procedures, all training packs and the Pharmacy Workforce Development Strategy.
- Ensure that the UHNM Pharmacy Policy on the Provision of Clinical Pharmacy services for Clinical Pharmacy and the associated standard operating procedures are fully implemented when working.
- To comply with the legal and other requirements related to the purchase, supply, use, safe custody and destruction of drugs within the pharmacy and in all other areas of the hospital.

### **Responsibility for Financial and Physical Resources**

- Optimises and ensures the effective and cost efficient use of funding within the Pharmacy for Post Registration Training in conjunction with the Lead Pharmacist and other members of the workforce development team. Through a proactive and evidenced based approach.
- Optimises and ensures the safe, clinically effective and cost efficient use of medicines within the Trust through a proactive and evidenced based approach. This is in conjunction with the Speciality management teams, senior medical, nursing and pharmacy staff.
- Monitors expenditure on post registration training and development and advises the Pharmacy Team and Managers accordingly.



- Prepares usage and expenditure reports on the use of funding for Pharmacy Post Registration Training.
- Identifies areas of potential cost savings in relation to post registration training and development and makes recommendations to Pharmacy in managing their training budget.
- Identifies changes in current or future workforce development that may impact on the training budget.
- Works closely with the Pharmacist Team Leader for Workforce Development to identify potential opportunities and pursue funding to further develop the training offer to post registration Pharmacy staff.
- Advises pharmacy and healthcare staff on the security and correct storage of medicines.

### **Responsibility for Human Resource**

- Acts as a line manager for Band 6 and 7 pharmacists as required. This includes undertaking their Appraisal and personnel development plan (with formal 6 month review) including identification of individual development and training needs, HR management including regular 1:1 meetings, sickness, annual leave, maternity/paternity leave, disciplinary/capability management.
- Directs and supervises the day to day work of the junior rotational pharmacist working with them.
- Provides day to day clinical supervision and development of any junior pharmacists and pharmacy technicians working on the pharmacist's ward, monitors progress and acts to address performance issues identified.
- Provides training to all levels of pharmacy staff.
- Delivers education and training to prescribers and nursing staff via induction programmes, teaching sessions and e-learning. This may include participating in the Pharmacy input into the corporate induction programme.
- Under the strategic guidance of the Advanced Lead Pharmacist for Workforce Development Leads, develops and participates in the training programmes for junior pharmacists and coordinates the training of junior pharmacists on the wards.
- Assesses the progress of junior pharmacists and feeds back to their line manager as appropriate.
- Participates in activities related to the recruitment of staff within the Pharmacy Directorate.
- Where required acts as a co-ordinator or tutor on the Keele University Clinical Pharmacy Diploma course. This includes undertaking the student's annual personnel development plan (with formal 6 month review) including identification of individual development and training needs.
- Acts as a Foundation Designated Supervisor if required ensuring that all competencies are achieved and the person is suitable for registration with the GPhC.
- Educates all prescribers, particularly junior medical staff, on cost-effective prescribing, safe use of medicines and clinical guidelines relating to the use of medicines.

### **Responsibility for Information Resources**

- Contributes to the future development to West Mercia Guidelines and the Joint Formulary, writing SOPs and producing training packs.

### **Responsibility for Research and Development**

- Is responsible for helping to identify and allocate audits for Clinical Diploma Students, through an annual Diploma Audit program.
- Is responsible, when required, for leading, developing, planning, regularly undertaking and co-ordinating Pharmacy Speciality audits, practice research and prescribing projects to review the treatment of patients within the Trust. This includes:
  - identifying baseline data on agreed prescribing practice
  - optimising treatment guidelines in the Trust

- Measuring adherence to guidelines and policies.

This will be done in conjunction with the clinical pharmacy service and the Speciality teams

- Involved in contributing to Corporate, Divisional and Speciality multidisciplinary clinical audits relating to prescribing and drug usage
- Participates and collaborates in practice research and audit projects in support of the Clinical Pharmacy Service and medicines usage.
- Supervises the practice research and audit projects of junior members of staff.
- Participates in the identification of project and research work.
- Collaborates with other departments at the UHNM in conducting research in support of the above objectives, other local and national needs involving medicinal substances.
- Collaborates with institutions outside the UHNM in meeting the above research objectives.
- Ensures original work is disseminated through publication in peer-reviewed journals.

### **Freedom to Act**

- Works within Trust and Department policies and procedures.
- Is guided by national protocols and legislation.
- Is professionally responsible for his/her own actions and the actions of others e.g. pharmacy technicians and pre-registration trainee pharmacists undertaking duties within the area in which he/she is working.
- Is a lead pharmacist in post registration training and will interpret related guidance, documents and policies for this area.
- Provides advice on issues related to pharmaceutical and /or clinical matters, which fall outside set policies and procedures. These instances are likely to occur on a frequent basis possibly weekly and the post holder will use his/her initiative, knowledge and experience in resolution of the problems.
- Acts as an independent prescriber as required by the needs of the service working within trust agreed scope of practice.

### **Personal/Professional Development**

- To take every reasonable opportunity to maintain and improve own professional knowledge and competence.
- To participate in personal objective setting and review, including the creation of a personal development plan and the Trust's appraisal process.
- To comply with the Code of Ethics and Standards of the General Pharmaceutical Council
- To comply with the Continuing Professional Development requirements as required by the General Pharmaceutical Council

### **Health and Safety**

- To take reasonable care for your own Health and Safety and that of any other person who may be affected by your acts or omissions at work.
- To co-operate with University Hospitals of North Midlands (NHS) Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to.
- To comply and adhere to individual and role specific responsibilities as stated in the Trust Health and Safety Policy (HS01) and all other Health and Safety related policies.

## **Equality and Diversity**

UHNM is committed to the implementation of the Equality, Diversity and Inclusion Policy Which ensures equal opportunities for all. UHNM is also committed to embracing diversity and eliminating discrimination in both its role as an employer and as a provider of services. It aims to create a culture that respects and values each other's differences, promotes dignity, equality and diversity and encourages individuals to develop and maximise their potential. All staff are required to observe this policy in their behaviour to other workers and patients/service users

## **Infection Prevention**

Infection Prevention is the obligation of every employee both clinical and non-clinical at the University Hospitals North Midlands NHS Trust. Driving down healthcare associated infection is everyone's responsibility and all staff are required to adhere to the Trust's Infection Prevention policy

All staff employed by the UHNM Trust have the following responsibilities:

### **Trust Dress Code**

- Trust approved uniform/dress code must be adhered to
- When in clinical areas all staff must be bare below the elbow, without wrist watches, stoned rings, wrist jewellery, false nails, nail polish or plaster casts
- No personal bags to be worn during clinical duties

### **Hand Hygiene**

- Decontaminate your hands as the per 'The five moments of hand hygiene'

### **Own Practice**

- Lead by example
- Encourage and praise good practice
- Be prepared to accept advice about your own practice

### **Decontamination**

- Ensure that equipment you have been using or about to use has been decontaminated effectively
- Ensure that you are aware of the Trust approved cleaning products, and follow a safe system of works

### **Trust Policies**

- Ensure that you know and strictly follow relevant Infection Prevention policies for your role and apply standard precautions at all times, which is available in the Infection Prevention Manual on the UHNM intranet

## **Data Protection Act, General Data Protection Regulation (GDPR) and the NHS Code of Confidentiality**

All staff are responsible for ensuring they are familiar with and adhere to the Trust's policies, procedures and guidelines with regards to the Data Protection Act, General Data Protection Regulation (GDPR) and the NHS Code of Confidentiality. This includes confidentiality, information security, cyber security, secondary use and management of records.

Staff have a responsibility in protecting the “rights and freedom” of natural persons (i.e. live individuals) and to ensure that personal data is not processed without their knowledge, and, wherever possible, that it is processed with their consent. Processing includes holding, obtaining, recording, using and disclosing of information and applies to all forms of media, including paper and images. It applies to both patient and staff information

Hence staff must ensure confidentiality is maintained at all times, data is recorded accurately and you only access this information as part of your job role

### **Safeguarding Children, Young People and Adults with care and support needs**

All staff are responsible for ensuring that they are familiar with and adhere to the Trusts Safeguarding Children and Adults policies, procedures and guidelines. All health professionals who come into contact with children, parents, adults with care and support needs and carers in the course of their work have a responsibility to safeguard and promote their welfare as directed by the Children Acts 1989/2004 and the Care Act 2014. Health professionals also have a responsibility even when the health professional does not work directly with a child or adult with care and support needs but may be seeing their parent, carer or other significant adult.

All staff are required to attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to their role.

This job description is not intended to be an exhaustive list and may be subject to change from time to time. All documents referred to throughout this Job Description can be found on the Trust's intranet, or alternatively copies can be obtained from the Human Resources Directorate

### **Sustainability**



Sustainability and Corporate Social Responsibility are fundamental to the way the University Hospitals of North Midlands NHS Trust (UHNM) work. The Trust has developed a Sustainable Development Management Plan (SDMP): ‘*Our 2020 Vision: Our Sustainable Future*’ with a vision to become the most sustainable NHS Trust by 2020. In order to achieve this, we need the support of all staff. As a member of staff, it is your responsibility to minimise the Trust's environmental impact and to ensure that Trust resources are used efficiently with minimum wastage throughout daily activities. This will include minimising waste production through printing and photocopying less, reducing water waste and when waste is produced, it is your responsibility to segregate all clinical waste correctly and recycle. Switch off lights and equipment when not in use, report all faults and heating / cooling concerns promptly to the Estates Helpdesk and where possible minimise business travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

*SWITCH to a Sustainable UHNM* is a campaign that focuses on the sustainability of the Trust and how we can use resources more effectively to provide better patient care, improve our health and work place. SWITCH is looking to recruit as many Champions as



possible to help to bring the campaign to colleagues in their departments / wards and bring SWITCH to life. If you are interested in becoming a SWITCH Champion please contact [switch@uhns.nhs.uk](mailto:switch@uhns.nhs.uk)

### **Disruptive Incident & Business Continuity**

The Trust needs to be able to plan for, and respond to a wide range of incidents and emergencies that could affect health or patient care. These could be anything from severe weather to an infectious disease outbreak or a major transport accident.

All staff are required to have an awareness of the Trust's business continuity arrangements, as a minimum. All staff will be required to;

- To know how to identify a business continuity incident and the method for reporting;
- To have an awareness of local business continuity arrangements;
- To participate in awareness, training and exercises, as required;

In the event of a disruptive incident, all Trust employees will be required to attend work if they are fit and well and able to do so in line with a Trust risk assessment. Those who are clinically qualified will be required to work flexibly across the Trust to meet the service need in clinical areas. This will include front line clinical staff who will be expected to cover alternative duties as and when required in order to ensure that all essential services are maintained.

Signed Employee \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_

Signed Manager \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_

## Advanced Specialist Pharmacist – Post Registration Workforce Development

### Person Specification

	Specification	Criteria		Evidence
		Essential	Desirable	
<b>Essential Qualifications</b>	Master's degree in Pharmacy (MPharm) or equivalent	✓		
	Registered with General Pharmaceutical Council (GPhC)	✓		
	Post registration Clinical Pharmacy Diploma / MSc or equivalent Qualification	✓		
	Independent Prescriber with appropriate annotation on GPhC register or willing to undertake where there is an identified clinical need	✓		
	Commitment and evidence of professional updating and mandatory continuing professional development portfolio	✓		
	Member of the Royal Pharmaceutical Society Great Britain (RPSGB) and / or Faculty status		✓	
	Formal management and / or leadership qualification		✓	
	Teaching/Training Qualification		✓	
	MSc Clinical Pharmacy		✓	
	Member of United Kingdom Clinical Pharmacy Association and / or specialist group(s)		✓	
<b>Knowledge, Skills, Training and Experience</b>	Comprehensive experience as a clinical pharmacist practitioner including a solid grounding in a broad range of clinical specialties.	✓		
	Extensive hospital pharmacy experience post Diploma	✓		
	Broad knowledge of	✓		

	therapeutics and application to clinical practice			
	Experience in working directly with clinicians, the wider multidisciplinary team, patients and the public	✓		
	Evidence of ability to appropriately recommend, substantiate and communicate therapeutic options to patients and healthcare staff	✓		
	Education and training experience including supervision and appraisal, with feedback, of junior staff and students	✓		
	High standard of oral and written (including report writing) communication skills with attention to detail	✓		
	Excellent teaching/presentation skills	✓		
	Able to demonstrate good leadership skills	✓		
	Good and broad understanding of current hospital pharmacy practice and future direction of travel	✓		
	Good understanding and knowledge of current post registration Pharmacy Training and Development and future direction of travel.	✓		
	Confidence in being able to discuss clinical guidelines and patient management plans with senior clinicians and provide clinical challenge as required	✓		
	Demonstrates advanced level of clinical reasoning and judgement	✓		
	Able to influence senior clinicians and managers in the resolution of difficult and / or	✓		

	ambiguous problems.			
	Good organisational and time management skills and meeting set targets and deadlines	✓		
	IT skills and knowledge of the digital medicines agenda.	✓		
	Able to appraise information / data and use in solving problems	✓		
	Good knowledge of the medicines safety, risk management and governance agenda and it's application to the clinical role	✓		
	Good knowledge of evidence based medicine, formulary application / management processes and drug use evaluation	✓		
	Methodical with effective organisational skills in the workplace including prioritisation of workload to meet deadlines.	✓		
	Interest in expanding knowledge and self-development	✓		
	Good analytical, evaluative and problem solving skills	✓		
	Able to contribute to the strategic planning and further development of clinical pharmacy services to the Directorate	✓		
	Knowledge of directorate pharmacy services	✓		
	Sound knowledge of national clinical guidelines (e.g. N.I.C.E.) relating to specialty for pharmacy practice	✓		
	Evidence of involvement in pharmacy practice research and/or audit	✓		



	Substantial post registration experience of UK hospital pharmacy practice.		✓	
	Have recent hospital clinical pharmacy experience		✓	
	Experience of directorate pharmacy services and / or writing drug usage reports		✓	
	Experience of managing a team Management experience and / or experience of undertaking appraisals		✓	
	Evidence of involvement in writing of guidelines/policies/procedures		✓	
	Experience of writing training packs/programs		✓	
	Publication of research in a peer reviewed journal		✓	
	Presentation of abstract on pharmacy practice research at a regional or national conference		✓	
Personal Qualities	Professional behaviour and credibility	✓		
	Ability to demonstrate Trust values	✓		
	Enthusiasm and commitment to the specialist role	✓		
	Enthusiasm to developing innovative approaches to service delivery and quality improvements	✓		
	Patient focused with a strong commitment to providing a high quality care and a positive experience	✓		
	Positive attitude to change processes and service transformation	✓		
	Ability to work unsupervised and alone	✓		

	Ability to work under pressure	✓		
	Ability to work with other colleagues as part of a team	✓		
	Willingness to undertake flexible work patterns according to service demands. This includes unsocial hours, weekend and bank holiday working	✓		
	Able to proactively support the Trust's staff engagement and well-being agenda	✓		
	Pleasant manner and sociable behaviour	✓		
	Honest and trustworthy and able to maintain strict confidentiality at all times	✓		
	Must have ability to travel between sites	✓		
	Ability to adhere to policies, procedures and standards	✓		
	Must have ability to respond to urgent on- call requests within 30mins (including travel time) staff living further away from the Trust than this are expected to arrange overnight accommodation at their own cost.	✓		