

## JOB DESCRIPTION

### DIVISION OF DIAGNOSTIC AND TREATMENT SERVICES

### DIRECTORATE OF PHARMACY

**JOB TITLE:** Clinical Pharmacist – Rotational

**BASE:** Royal Blackburn Teaching Hospital

**REPORTS TO:** Clinical Services Lead Pharmacist

**RESPONSIBLE TO:** Clinical Director of Pharmacy

**Organisation Chart:**



## Job Summary

The post holder will:

- Deputise for the senior clinical pharmacist as delegated/ designated in their absence.
- Provide high quality pharmaceutical care to patients and their carers.
- Act as a role model in the field of clinical pharmacy and provide a consistently high level of pharmaceutical service in line with corporate objectives and government initiatives.
- Work closely with other staff in the department to ensure the delivery of an integrated pharmacy service.
- Support the development of agreed policies and procedures for safe medicines use, both within the department and Trust-wide.

## **Main Duties**

### **Clinical Pharmacy**

- Clinically check prescriptions for safety and efficacy, manage any drug interactions, and ensure that the appropriate route of administration and course lengths of treatment are specified.
- Answer problems regarding patient's medication and advise medical, nursing and other healthcare staff on drug related issues including prescription review, medicines reconciliation and discharge planning.
- Work with the clinical pharmacy technicians to ensure the provision of a seamless and efficient patient centred service.
- Advise all medical and nursing staff and other healthcare staff on the safety and storage of medicines and to ensure that safe and secure systems are in place in accordance with current legislation.
- Participate in consultant ward rounds for learning opportunities.
- Communicate appropriately with medical staff or prescribers.
- Participate in therapeutic drug monitoring in accordance with departmental procedure, to ensure that patients receive safe and effective treatment.
- Record clinical interventions which have resulted in a medication change and implement changes which will contribute to the reduction in medication errors.
- Obtain accurate medication histories for patients on admission by liaising with the patient and/or primary care team in order to support decisions about continued care.
- Educate and counsel patients on the safe and effective use of their medicines.
- Identify a patient's pharmaceutical care needs i.e. non-compliance with medication, the need for a medication aid, the need for verbal and/or written patient information regarding medication.
- Implement and maintain the Patient's Own Drug (POD) scheme (and self-administration where introduced) according to Trust Policies. This includes checking the suitability of patient's own drugs, i.e. correct information on label, expiry date, re-labelling if necessary and gaining patient consent for using their own medication.
- Dispense or accuracy check prescriptions, including in-patient, out-patient, discharge and unlicensed medicines in accordance with the agreed safe systems of work practice.
- Dispense and document clinical trial medicines and ensure that appropriate records are maintained.
- Coordinate medicines management for discharge including appropriate follow up of medication that needs monitoring (e.g. warfarin).
- Support the transfer or return of medicines, following patient transfer or discharge.
- Accept responsibility for Controlled Drug Management as delegated by the Accountable Officer in line with trust policy and procedure. Check, receive and dispense controlled drugs in accordance with standard operating procedures, ensuring that accurate records are maintained.
- Support adherence to Trust Antimicrobial Policy as well as other clinical protocols within the Trust.

- Assess the prevailing demands on the work on the relevant wards and decide the order in which tasks are undertaken, with the aim of ensuring optimum service delivery to patients and healthcare staff.
- Support the development of pharmacy clinical services as set by national initiatives.
- Promote best practice related to medicines management in the Trust.
- Undertake the role of Responsible Pharmacist in accordance with the General Pharmaceutical Council requirements.
- Participate in other areas of clinical pharmacy practice in order to ensure a broad base of pharmaceutical knowledge.
- Work with key staff in both primary and secondary care to promote evidence-based treatments and ensure high quality prescribing and cost-effective use of medicines.

### **Clinical Governance**

- Uphold the principles of Clinical Governance within the Trust
- Support the delivery of the pharmacy clinical governance agenda e.g. initiatives to reduce medication related risk and implement agreed strategies.
- Identify medication errors and report in line with Trust Risk Management Policy.
- Support the investigation of incidents and complaints as requested.
- Support the Trust response to National Patient Safety Alerts involving medicines or medicine management.
- Support audits and implement corrective action where appropriate.
- Report relevant adverse medicine reactions to the MHRA.
- Act on Drug Alerts ensuring that appropriate advice is given to staff, patients and carers.
- Be aware of and apply relevant legislation such as Health and Safety at Work Act, COSHH, Medicines Act, GMP etc.

### **Leadership, Service Policy, Planning, and Evaluation**

- Support the Clinical Director of Pharmacy in the provision of a high quality, cost effective and efficient, patient centred clinical pharmacy service to all wards and departments within the Trust.
- Act as a clinical pharmacy role model and demonstrate the ability to provide safe, clinically effective and cost-efficient use of medicines.
- Support the development of extended roles for clinical pharmacy technicians in line with agreed departmental objectives.
- Promote best practice and the efficient use of medicines across the Trust.
- Motivate and inspire other staff inside and outside of pharmacy and act as a role model.
- Support the retention of pharmacy staff.
- Provide workload data as agreed with the Clinical Director of Pharmacy.
- Support audits or evaluations of medicines use in support of national and organisational initiatives and objectives such as NICE, NPSA and CQC.
- Ensure the clinical technician team develops, contributes to, helps to evaluate or promotes the development and maintenance of Trust wide medicines management policies, procedures and protocols.
- Promote high quality and cost-effective medicines usage across the Trust.

- Support the development and implementation of IT solutions to improve the quality of medicines management e.g. EPR and electronic prescribing, intranet formulary and IV guide, unlicensed medicines and the risk assessment process.

## **Communication**

- Promote best practice related to medicines management in the Trust
- Work across traditional boundaries e.g. primary/secondary care

## **Training and Development**

- Participate in relevant education and training and CPD activities as appropriate to ensure professional development and the concept of lifelong learning.
- Contribute to pharmacy staff and for medical and nursing staff as appropriate. This may include educational sessions for clinicians and nurses.
- Identify own training needs and maintain a portfolio of practice.
- Support structured Continuing Professional Development for technicians.
- Support competency-based training to clinical pharmacists and technicians.

## **Professional Responsibilities**

- Act as an Ambassador for the Trust.
- Oversee standards of behaviour and customer care so that patients, visitors and staff have a positive impression, feel confident in the professionalism of staff and feel that they are respected.
- Comply with the GPhC codes of conduct.
- Ensure that personal actions and conduct comply with Trust safety policies, procedures and guidelines.
- Promote the equality, diversity and rights of patients, visitors and colleagues.

## **General**

- Participate in the Pharmacist weekend and bank holiday rota.
- Participate in the on-call/ out-of-hours service on a rota basis as required.
- Maintain satisfactory personal performance and professional standards and achieve, where possible, agreed objectives discussed at appraisal.
- Uphold and comply with the Standing Orders and Standing Financial Instructions of ELHT.
- The post-holder is expected to undertake any other relevant duties, as may be required by the Clinical Director of Pharmacy.

Nothing omitted or written here shall absolve the post holder from at all times ensuring that correct, professional techniques, ethics, attitudes and procedures are maintained by his or herself or the staff for whom he/she is responsible.

***Post holders are expected to work flexibly within their pay band. They should only be expected to carry out activities for which they are competent. Alternatively they may carry out the additional duties if they are receiving support or training in order to obtain the recognised level of competence.***

## Effort Factors

### Physical Effort

What physical effort is required for the job?

Type of Physical Effort	How Often	For How Long	What weight is involved	Any mechanical aids
Moving and handling of medicines	Occasionally	Short periods (minutes)	Up to 20 kg	Trolleys

Is the job holder expected to sit/stand in a restricted position? No

How often? Every shift / Weekly / Monthly / Less often

For how long? Less than 20 minutes ☐ on each occasion More than 20 minutes ☐ on each occasion

### Mental Effort

Are there any duties requiring particular concentration?

Types of Duties	How Often	For How Long
Ability to deal with conflicting demands and changing circumstances.	Daily	Duration of shift

Are there any duties of an unpredictable nature?

Types of Duties	How Often	For How Long
No		

### Emotional Effort

Does the job involve dealing with any distressing or emotional circumstances?

Type of Circumstance	Direct/Indirect Exposure	How Often
Complaints, staff issues, medicine errors	Direct	Frequent

### Working Conditions

Does the job involve exposure to unpleasant working conditions?

What Working conditions	How Often
Exposure to body fluids	Daily

## **Employment Acts and Codes of Practice**

All employees are required to comply with employment legislation and codes of good practice.

### **Health and Safety**

In accordance with the Health and Safety at Work Act 1974, and other supplementary legislation, all employees are required to take reasonable care to avoid injury during the course of their work and co-operate with the Trust and others in meeting statutory requirements.

### **Research and Development Projects**

Whenever you decide to undertake a piece of research, either as a Principal Investigator or Local Researcher, or Assistant Researcher, you must comply with the principles of Clinical Governance and the Research Governance Framework.

### **Development Review**

Key performance objectives, development needs and compilation of a Personal Development Plan will be discussed and agreed at Annual Development Review meetings.

### **Rules, Regulations, Standing Orders and Financial Instructions**

All employees are required to comply with the rules, regulations, standing orders and financial instructions and policies of the Trust.

### **Review**

This is not intended to be a comprehensive description of the duties of the post. Due to the Trusts commitment to continuous improvement it is likely that the post will develop over time. These duties will be subject to regular review and any amendments to this job description will be made in consultation and agreement with the post holder

The Trust operates a No Smoking Policy and is an Equal Opportunities Employer

---

## **ACCEPTANCE OF JOB DESCRIPTION**

I confirm I accept the duties contained in the above job description.

NAME: .....  
(PRINT)

SIGNED: .....

DATE: .....

## Person Specification

### Clinical Pharmacist – Rotational

Criteria	Essential	Desirable	Evidence obtained from:
<b>Qualifications</b>	MPharm Degree (4 years) or equivalent Member GPhC (current or upon qualification at end of training year)		Application form Certificates and registration check
<b>Special Knowledge</b>	Understanding of local and national NHS and Pharmaceutical Policy Understanding of medicines legislation and guidance i.e. Medicines Act, Misuse of Drugs Act, Safe and Secure Handling of Medicines, Medicine Guidance Notes, MHRA Alerts Understanding of clinical and risk management guidance as applied to Medicines Management Broad range of understanding of clinical practice and knowledge of medical conditions General knowledge of NHS developments including primary and secondary care Understanding of clinical governance principles Knowledge of external agencies concerned with patient safety NHSLA, NPSA, NPC		Application form and interview
<b>Experience</b>	Clinical Pharmacy experience/practice (may include foundation training year) Ability to deal with complex clinical issues Multidisciplinary working with medical and nursing staff		Application form and interview
<b>Judgement</b>	Demonstrates clear thinking and able to analyse complex problems of an ethical, pharmaceutical, or clinical nature Makes sound decisions with limited information Intuition – anticipate difficulties and take appropriate action Knows when to consult (own limitations) Reflects on own practice and learns from experience Able to identify, prioritise and evaluate work		Application form and interview
<b>Communication Skills</b>	Good verbal and written communication Courteous with all customers both internal and external including members of the public and other healthcare professionals Able to communicate complex information	Ability to influence senior Pharmacy and hospital staff	Application form and interview

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<i>Evidence obtained from:</i>
	of a clinical nature	and other people	
<b>Personal Qualities</b>	Has vision and imagination, initiative, creativity, able to see beyond barriers Supportive and motivational Able to work within a team Prioritises and meets deadlines Mature in approach and has professional credibility Able to be seen as a role model – reliable, fair and balanced Flexible Systematic approach Energetic and can enthuse, ‘can-do’ approach Calm under pressure Thrives on change Excellent numeric and verbal skills		Application form and interview
<b>Other Requirements</b>	Flexibility in working hours Has advanced keyboard skills	Clean driving licence	Interview