

## **JOB DESCRIPTION**

### **Job Details:**

**Job Title:** Highly Specialist Pharmacist, Admissions and the Emergency Department (ED)

**Band:** Band 8a

**Location:** Norfolk & Norwich University Hospital

**Department:** Pharmacy Department

**Managerially Accountable to:** Divisional Lead Pharmacist, Medicine

**Professionally Accountable to:** Chief Pharmacist / Deputy Chief Pharmacist

### **Job Purpose:**

The post holder will assist the Divisional Lead Pharmacist, Medicine in the performance of the following duties in accordance with Trust policies and as required. This is a trained practitioner post and the post holder would be expected to work on their own initiative within guidelines and directions from the Divisional Lead Pharmacist, Medicine to supervise pharmacists, trainee pharmacists, pharmacy technicians and liaise with technical and assistant staff.

The purpose of the post is to develop and operate high quality clinical pharmacy services to the admissions wards and Emergency Department (ED). The post holder will be expected to participate in and support the achievement of this aim.

To support the delivery of a high quality, safe and compassionate healthcare service, all staff are expected to act as a role model to others in all aspects of their work and consistently demonstrate NNUH's 'PRIDE' values of People focused, Respect, Integrity, Dedication and Excellence and demonstrate behaviours that support and encourage an inclusive culture.

### **Overview of Essential Responsibilities:**

#### **Specialised Clinical Pharmacy Activity**

1. To participate in the provision of specialist clinical pharmacy services to the Admissions wards (Medicine) and the Emergency Department, and ensure prescribed medicines are clinically screened for safety and effectiveness and where appropriate optimised in a timely manner.

2. To communicate highly complex drug information to prescribers, clinicians, patients and/or relatives (who may sometimes be distressed and have language difficulties or other barriers), nursing and pharmacy staff.
3. To act as a specialist pharmacist providing an advanced level clinical pharmacy service to the Admissions wards and ED, which involves a more complex/high risk patient population in terms of optimising patient care with respect to medicines, in liaison with health care professionals, including medical and nursing staff.
4. When suitably qualified, to prescribe medicines for agreed patients within their capacity as an Independent Prescriber in line with current legislation, local policies and within their own level of experience and competence.
5. Actively participate in daily multidisciplinary ward rounds
6. Use the ED electronic patient record (currently Symphony) to view and record clinical activity.
7. To utilise highly specialist knowledge of medicines to promote and support evidence-based medicine within the admissions wards/ED to fulfil the role as a pharmaceutical lead in this area.
8. Lead and assist others with clinical audit work on prescribing standards, activity and practice.
9. Identify, develop, implement and sustain medicines safety, efficiency or quality improvement and research projects in the Admissions/ED setting.
10. To propose and initiate policy or service changes within Admissions/ED pharmacy service that may impact on other areas of pharmacy, including a proactive approach to forward planning.
11. Represent the Pharmacy Department at appropriate meetings involving pharmaceutical services in critical care, up to and including Directorate and Network level.
12. To contribute to or propose initiatives to ensure cost effective use of all drugs within critical care this will include purchasing, dispensing and waste reduction schemes.
13. To supervise and manage junior pharmacists and pharmacy technicians permanently employed or rotating through the Admissions/ED pharmacy service.
14. To initiate and participate in training of medical, pharmacy, nursing and other healthcare staff in Admissions/ED on medicines and pharmaceutical practice.

15. Report drug administration errors and dispensing errors on Datix or internal reporting forms as appropriate. Help senior managers and nursing staff investigate errors and complaints and assist in further training of staff.
16. To develop, implement and review clinical treatment protocols and other clinical guidelines to optimise therapy/use of medicines within Admissions/ED.
17. Ensure consistent compliance with the Trust antimicrobial policy within Admissions/ED.
18. To evaluate, prepare and submit applications for new drugs that will be used in Admissions/ED to Drugs Therapeutics and Medicines Management Committee.
19. Provide evaluated, pharmaceutical and financial information on medicines for Admissions/ED to the Directorate. Monitor and interpret reports to offer effective advice on maintaining medicines expenditure within budget.
20. Identify and realise Cost Improvement Plans in line with drug budget and service efficiencies in line with operational managers for the directorate and/or pharmacy.
21. To support development of PGDs with relevant other healthcare professionals; i.e. nursing staff.
22. Explore opportunities for skill-mixing within Admissions/ED e.g. using pharmacy technicians and/or pharmacy assistants.
23. To be an active member of the UKCPA Emergency Care group
24. To support the development of the Admissions/ED pharmacy service in line with national standards and recommendations from the Royal College of Emergency Medicine (ARCEM)

### **General Clinical Pharmacy Duties**

25. To participate in the day-to-day operation of the clinical pharmacist check scheme in the dispensary.
26. To undertake the regular inspection of drug storage facilities on wards and departments, including controlled drugs (CDs), and advise nursing and medical staff on the legal control, safe custody and security of drugs.
27. To ensure that all provisions of the current law relating to pharmacy and medicines are complied with both within the Pharmacy Department and on the wards/ departments.

28. To co-operate in the development and operation of the Trust's drug formulary.
29. To participate in the drug recall system in consultation with the Principal Pharmacist, Operations Manager and Deputy Operations Manager, Support Services.
30. To operate the computerised systems for recalling and processing clinical pharmacy data, including patient medication profiles, pharmacokinetic programmes and clinical pharmacy intervention monitoring as available.
31. To operate the Trust's infection control policies.
32. To operate approved stock control and accounting systems.
33. To follow all procedures in use within the Pharmacy Department.
34. To develop and implement policies to support service development.
35. To liaise with governance leads in Pharmacy and on wards to address any risk management issues with medicines to ensure safe practice in the prescribing, administration and disposal of medicines.
36. To participate in general clinical pharmacy ward cover if necessary to facilitate continuous clinical pharmacy services during absences.
37. The Admissions/ED Pharmacy Team operate a seven days a week extended hour rota, and as such the post holder will be required to participate with a seven-day working pattern to include weekends and public holidays. Rotas can be subject to review and change at any time in line with service requirements and patient need

### **Training and Leadership**

38. To participate in post-graduate education and training events organised at national, regional and Trust level.
39. To participate in the programme of lectures to nurses and other health service professionals.
40. To participate in the training and clinical supervision of Junior Pharmacists, Pharmacy Technicians, Pre-registration Pharmacy Technicians and Trainee Pharmacists, including as a tutor for clinical pharmacy diploma students.

41. To undertake training to become familiar with the computerised systems used within Pharmacy Services, including JAC and EPMA.
42. Supervise the activities of other pharmacy staff working within ED/ Admissions.
43. Act as a role model to other members of staff, promote best practice and provide leadership within the clinical area.
44. Contribute to the appraisal process and personal development plans of allocated staff.

### **Working Relationships**

45. Internal – Works alongside Pharmacists, Pharmacy Technicians, Pharmacy Assistant Technical Officers and Admin & Clerical staff within Pharmacy Services.
46. External – Liaises with medical, nursing and other health care staff within the Trust in relation to Pharmacy Services. Liaises with patients and their relatives/carers.

### **Continuing Education**

47. In service training is provided to allow staff to provide a competent service.
48. All staff have a personal responsibility to continually review their level of knowledge and expertise in order to keep abreast of the progress of pharmaceutical knowledge and to maintain a high standard of competence.
49. To undertake CPD and maintain a portfolio in line with GPhC requirements.

### **Specific Additional Responsibilities:**

50. The post holder will be expected to undertake any other duties that may be allocated by the Divisional Lead Pharmacist, Medicine or Chief Pharmacist/Deputy Chief Pharmacist and which may reasonably be expected to be undertaken by the post holder.
51. The post holder will be required to participate in the Saturday, Sunday and Bank Holiday rotas.

<b>Functional Requirements</b>			
Direct face to face patient contact/ Covid-19 Vaccination	Yes	Blood/body fluid exposure	No
Managing a team who hold professional registrations	Yes	Prevention and management of aggression	No
Exposure prone procedures (EPP)	No	Crouching/stooping or kneeling	No
Manual handling	No	Frequent hand washing/wearing gloves	Yes
Night working/shift work	Yes	Chemical sensitisers	No
VDU user	Yes	Noise	No
Driving patients	No	Other (please state)	No

**Job Specification:**

	Means of Assessment	
	Essential/ Desirable	Application Form/ Interview/Test
<b>Qualifications/training and professional development</b> <ul style="list-style-type: none"> <li>• Master of Pharmacy</li> <li>• Qualified pharmacist registered with General Pharmaceutical Council (GPhC)</li> <li>• Post-Graduate Diploma in Clinical Pharmacy or equivalent</li> <li>• Independent Prescriber</li> </ul>	Essential  Essential  Essential  Essential	Application Form  Application Form  Application Form  Application Form

<b>Experience</b> <ul style="list-style-type: none"> <li>• Significant demonstrable experience as a clinical pharmacist – maintains broad knowledge of clinical and pharmacy practice</li> <li>• Significant experience of working in hospital pharmacy</li> <li>• Experience of staff appraisal and objective setting</li> <li>• Experience of mentoring and/or supervising staff                             <ul style="list-style-type: none"> <li>•</li> </ul> </li> <li>• Specialist knowledge and experience of admissions unit services</li> <li>• Experience of community pharmacy and primary care</li> </ul>	Essential	Application Form/Interview
	Essential	Application Form/Interview
	Essential	Application Form/Interview
	Essential	Application Form/Interview
	Desirable	Application Form/Interview
	Desirable	Application Form/Interview

<b>Skills, abilities and knowledge</b>		
<ul style="list-style-type: none"> <li>• Articulate and numerate</li> <li>• Communication skills – oral and written</li> <li>• Able to record information accurately</li> <li>• Honest, trustworthy, reliable and discrete</li> <li>• Clean and presentable in appearance</li> <li>• Enthusiastic and willing to learn</li> <li>• Able to work as part of a team or as an individual with a flexible approach to duties</li> <li>• Able to work under pressure</li> <li>• Customer care</li> <li>• Adaptable and innovative in approach to work and projects</li> <li>• Able to manage change</li> <li>• Able to share learning with others</li> <li>• Professional attitude</li> <li>• Able to interpret complex clinical data</li> <li>• “Common touch” – Relates well at all levels within the NHS</li> </ul>	Essential	Application Form/Interview
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	Essential	Application Form/Interview
	Desirable	Application Form/Interview



<b>Attitude, aptitude</b>		
Initiative to develop service and new ways of working	Essential	Application Form/Interview
Effective team worker	Essential	Application Form/Interview
Professional attitude at all times	Essential	Application Form/Interview
Positive attitude to change	Essential	Application Form/Interview
Able to empathise with patients and relatives in difficult situations	Essential	Application Form/Interview
Effective role model, demonstrating NNUH's PRIDE values of People focussed, Respect, Integrity, Dedication and Excellence	Essential	Application Form/Interview
Demonstrates understanding and commitment to Equality, Diversity and Inclusion	Essential	Application Form/Interview

Reasonable adjustments will be considered to support disabled candidates in respect of the requirements of this role.

For information regarding general terms and conditions of employment please ask your line manager or Human Resources.

This job description indicates currently the main responsibilities of the post. It is not a complete list and may be amended and developed as necessary in consultation with the manager and post holder. We would aim to reach agreement on any changes, but if agreement is not possible, the Trust reserves the right to make changes to this job description.