

Job Description

Job Title:	Specialist Pharmacist, Pre-assessment
Department:	Pharmacy
Grade:	8a
Base:	Stanmore
Hours:	37.5 hours (full-time) + on-call (rota) + weekends (rota)
Responsible to:	Principal Pharmacist, Pre-assessment
Accountable to:	Chief Pharmacist

Key relationships

Liaises with:

Clinical & administrative staff involved with Pre-assessment Clinic (PAC)
 Senior Clinical Pharmacy Staff
 All other pharmacy staff
 All healthcare professionals' especially medical and nursing staff
 Patients and their carers
 ePMA, EPR and Digital Transformation teams
 Finance Department
 ICB and primary care representatives
 Other NHS organisations
 External customers
 Regional and national NHSE teams
 Research partners at other national and international organisations

Job Purpose

- Support the principal pharmacist to manage, develop and evaluate pharmacy & medicine optimisation services to the PAC
- Provide a high quality, safe and effective specialist clinical pharmacy service to the PAC
- Lead on evidence based and cost effective clinical pharmacy services within the PAC
- Assess and prioritise pharmaceutical requirements for patients reviewed at the PAC for surgical procedures. Consult and work with other healthcare professionals as necessary
- Manage own caseload and provide expert opinion on medicines when appropriate
- Supervise and teach pharmacists, pre-registration students, undergraduate pharmacy students and pharmacy technicians in the provision of pharmacy services to the PAC
- As an independent prescriber, prescribe medicines as appropriate within own competency
- Provide the senior pharmacy leadership team with objective performance measurements regarding the clinical contribution of pharmacists & technicians in the PAC

- Support the principal pharmacist in the development and dissemination of standard operating procedures, clinical guidelines and policies in the PAC that are fully compliant with legislation and good practice for the safe use of medicines
- Support the principal pharmacist in preparing, analysing, planning and communicating cost/finance and prescribing data of medicines in the PAC
- Undertake and publish clinical audits, projects and practice research within the PAC
- Manage Band 6 & Band 7 pharmacists and supervise & mentor technicians in PAC
- Deputise for the principal pharmacist, deputy chief pharmacist or chief pharmacist in their absence

Main Duties and Responsibilities

1. Leadership

- 1.1 Assist in the provision of clinical and professional leadership in delivering a highly specialised clinical pharmacy service to patients within PAC across RNOH to ensure the safe and effective and cost efficient use of medicines
- 1.2 Identify and promote best practice
- 1.3 Ensure delivery of the clinical governance agenda in relation to medicines use within PAC
- 1.4 Motivate and inspire others
- 1.5 Demonstrate innovative practice whilst being aware of boundaries and limitations
- 1.6 Support the principal pharmacist in proactively developing clinical services within RNOH and across the sector in line with local and national objectives (for example NICE, NPSA, CPOC, PQIP)
- 1.7 Ensure that issues relating to pharmaceutical care with regards to PAC are appropriately represented within RNOH
- 1.8 Demonstrate expert practice in all aspects of medicine management in pre-assessment
- 1.9 Provide expert advice to professional and non-professional colleagues and members of the multidisciplinary teams, within the Trust, primary care and other external organisations
- 1.10 Be responsible for supporting medicine related issues across the interface
- 1.11 Chair clinical pharmacist meetings to sustain clinical leadership
- 1.12 Be a member of the senior pharmacy leadership team

2. Service Provision

- 2.1 Take patient medication histories on all appropriate / prioritised pre-assessment patients, by liaising with the patient, GP, community pharmacist, nursing home etc.
- 2.2 Record patient medication histories on the ePMA system and where appropriate, to include continued current medication plus medication required for surgical procedure (antimicrobial / DVT prophylaxis) within protocol

- 2.3 Discontinue any current medication identified by protocol or knowledge as inappropriate for surgical procedures
- 2.4 Provide verbal and written advice to patients/ carers on medicines to be stopped peri-operatively
- 2.5 Optimise use of medicines, deprescribe and influence prescribing decisions to optimise patient's peri-operative journey and reduce length of stay
- 2.6 Provide pre-operative bridging plans for anticoagulants/ antiplatelets including prescribing and teaching administration technique
- 2.7 Identify need for, and agree drug treatment changes with medical staff when appropriate
- 2.8 Discuss new and current medication with wide range of patients to ensure safe and effective use
- 2.9 Answer and record medicines information queries from, and pro-actively provide medicines information to medical, nursing and AHP staff in clinical area of responsibility. Liaises with specialist nurses/surgeons/ anaesthetist
- 2.10 Work collaboratively and refer appropriate patients to specialist teams for pre-assessment pharmaceutical input e.g. acute pain team, diabetes team and complex case MDT
- 2.11 Assist in managing the pre-operative anaemia pathway in conjunction with the consultant anaesthetist and principal pharmacist
- 2.12 Supply staphylococcus decolonisation medications to patients under a Patient Group Direction (PGD)
- 2.13 Maintains a working knowledge of current practice and protocols within specialist area and how these relate to other national guidance
- 2.14 Maintains accurate records including medication histories, pharmaceutical care plans, patient profiles and clinical interventions

3 Service Development

- 3.1 Participate in developing, monitoring and evaluating services in pharmacy and pre-assessment
- 3.2 Contribute to quality improvement and cost improvement programmes related to medicines in specialist area
- 3.3 Identify new or changing prescribing practices that may impact on the budget, forecasting new medicine developments (horizon scanning)
- 3.4 Develop, implement, monitor and evaluate relevant documentation such as SOPs, patient information leaflets, PGDs, protocols and guidelines
- 3.5 Identify and manage risks
- 3.6 Support the principal pharmacist to investigate errors, incidents and complaints related to medicines usage within the specialist area to improve safety and quality of the service
- 3.7 Review and monitor medicine-related theatre cancellations

- 3.8 Undertake risk management, ensure compliance with medicines legislation and ensure patient safety
- 3.9 Report on the key milestones
- 3.10 Lead on audits required to provide information for the key milestones
- 3.11 Ensure data is provided in an appropriate format and in time to meet required deadlines
- 3.12 Support the principal pharmacist to identify new opportunities for the development of the service, and assist in the preparation of business cases to support these developments
- 3.13 Collate patient and staff feedback on service for continuous improvement

4 General Service Provision

- 4.1 Provide a high quality, customer focused pharmaceutical service to in-patients, out-patients, discharge patients, community clinics, and outlying nursing homes if required
- 4.2 Be able to operate digital systems implemented in pharmacy and clinical areas for the provision of patient care
- 4.3 Review prescriptions for their clinical appropriateness, safety and legality
- 4.4 Dispense and supply medicines to patients
- 4.5 Provide evaluated pharmaceutical advice and information to all health care professionals and patients of the Trust using on-line data bases and primary sources
- 4.6 Have a working knowledge of pharmacy stock control and ordering systems
- 4.7 Collect and handle prescription monies according to Government and Trust policy

5 Clinical Practice

- 5.1 Act as a clinical role model to pharmacists, technicians and members of the MDT and demonstrate the ability to provide safe, clinically effective and cost efficient use of medicines within the PAC
- 5.2 Professionally screen/check prescriptions, thus taking professional responsibility, as required by legislation
- 5.3 Ensure that medication histories and patients' own drugs are checked on admission or transfer
- 5.4 Practice as an Independent Prescriber according to Trust Policies and within identified scope of practice - this may include specialist and/or general prescribing
- 5.5 Demonstrate expert clinical knowledge
- 5.6 Demonstrate advanced level of clinical reasoning and judgement
- 5.7 Integrate research evidence into practice

- 5.8 Actively seek to improve the ward and clinical services provided
- 5.9 Enhance the quality of patient care
- 5.10 Develop best practice protocols
- 5.11 Plan, monitor and review medicine treatment protocols
- 5.12 Manage difficult and ambiguous problems
- 5.13 Make decisions with limited information
- 5.14 Work with a whole-system patient focused approach
- 5.15 Use the RPS Advanced Pharmacy Framework to support professional development

6 Staff Management

- 6.1 Motivate and encourage staff
- 6.2 Supervise Band 6 and 7 pharmacists and band 5 and 6 technicians
- 6.3 Act as a certificate or diploma course tutor
- 6.4 Act as a mentor for other pharmacists and technicians
- 6.5 Undertake staff appraisals and 1:1 meetings according to department policy
- 6.6 Monitor performance issues and sickness absence
- 6.7 Assist in the recruitment of staff
- 6.8 Assist in the induction of staff into PAC and pharmacy departments
- 6.9 Plan, organise and supervise clinical rotas with other senior pharmacy team members to ensure the optimal allocation of staff to duties

7. Education and Training

- 7.1 Identify training needs of pharmacy staff in order to undertake the roles required in relation PAC
- 7.2 Participate in development of training materials such as competency booklets for pharmacy staff training in pre-assessment
- 7.3 Provide education and training for pharmacy, anaesthetic & nursing colleagues in relation to pre-assessment and medicines in PAC
- 7.4 Participate in education and training of other healthcare professionals
- 7.5 Participate in the clinical training of ward pharmacists, including accompanied ward visits with junior pharmacists
- 7.6 Participate in other areas of pharmacy practice in order to ensure a broad base of pharmaceutical knowledge
- 7.7 Identify own training needs and document in personal development plan

- 7.8 Undertake continual professional development and maintain a CPD portfolio in line with requirements of professional body including continuing education and attendance at appropriate courses and study days.

8. Risk Management & Clinical Governance

- 8.1 Support pharmacy input into all areas of pre-assessment and associated risks of medication use and policies
- 8.2 Assist in informing the Pharmacy Medicines Optimisation strategy with regards to pre-assessment
- 8.3 Liaise with medical, nursing and pharmacy staff to ensure appropriate pharmaceutical input into all PAC related clinical guidelines and policies such as Integrated Care Pathways, Patient Group Directions

9. Other

- 9.1 Participate in all relevant pharmacy and PAC departmental meetings and contribute to effective communication within the department
- 9.2 Participate in late duty, weekend and bank holiday rotas and provide emergency duty commitment on site as determined by the needs of the pharmacy department
- 9.3 Undertake any other duties commensurate with the grade as requested by the Chief Pharmacist
- 9.4 Be aware of and apply, relevant legislation such as the Health and Safety at Work Act, Control of Substances Hazardous to Health, GMP and Medicines' Act
- 9.5 Practice in accordance with the Code of Ethics of the General Pharmaceutical Council and Royal Pharmaceutical Society of Great Britain at all times
- 9.6 Uphold the security of the premises at all times
- 9.7 Attend courses and study days as deemed appropriate by the Chief Pharmacist
- 9.8 Participate and share expertise actively in national and international forums and debates in field of expertise, and to present research work conducted in such forums

Safeguarding Children and Vulnerable Adults At Risk

The Trust recognises its duty to safeguard and promote the welfare of children, young people and adults. Staff must at all times treat patients with dignity and respect protecting, young people and adults at risk from abuse and neglect

Employees have a responsibility to ensure that prompt and appropriate action is taken when concerns have been made about a child, young person or adults at risk. Employees should be aware of their responsibilities as detailed in the Local Safeguarding Children Procedures and Safeguarding Adults at Risk Policy.

The Trust will assist you by providing mandatory training, support and advice.

Safeguarding children and adults is everyone's business

Equality, Diversity & Inclusion

The RNOH is proud to be a diverse & inclusive organization, representing people from a wide group of ethnicities, gender identities, sexualities, disabilities, ages, religions and

beliefs. The Trust is committed to ensuring that it is a place where our staff, patients and visitors feel included, represented and receive the support that best meets their needs.

We recognize and exercise our duty act on institutional discrimination and address inequality within our organization. **The post holder will be expected to behave in a way that is actively anti-racist, anti-discriminatory and facilitate equality and equity at all times within their role.** This will include engaging with the implementation of the Trust EDI Strategy and attending essential EDI training as and when required by the Trust.

We are a Level 2 Disability Confident Employer. **If you have a Disability** (including conditions that affect your mobility, senses, mental health, neurodivergence or long-term health) **and require support to make the workplace accessible, we will make reasonable adjustments to support you.** Therefore, we encourage you to **declare your disability, identify what support you need** and we will make the workplace accessible to your needs.

We are an organisation that supports flexible working and are able consider and offer a range of flexible working practices. Depending upon the nature of your role, this can include hybrid home working, part-time roles and job shares.

IT Skills

All staff are required to demonstrate a level of IT literacy skills appropriate to their job, as the use of IT is fundamental in delivering good quality efficient health care.

Effort and Environment

The following information has been designed to assist the recording of the effort and environment factors required for Agenda for Change.

- **Physical**
The role involves sitting at a desk, moving around the Trust and providing training and presentations
- **Mental**
Frequent periods of concentration. Ability to manage interruptions.
- **Emotional**
May occasionally deal with sensitive issues, and/or support staff who may be upset or in distress.
- **Working conditions**

Assuming normal Health and Safety standards are met.

Frequent VDU use and working from home.

Driving to and from work is not included.

Terms and Conditions of Service

This appointment is subject to the terms and conditions of employment of the Royal National Orthopaedic Hospital NHS Trust.

Professional conduct

The post holder must comply with the Code of Professional Conduct applicable to their profession.

Risk Management

The Royal National Orthopaedic Hospital NHS Trust strives to take a holistic approach to the management of risk; Health and Safety, Caldicott, Corporate and Clinical Governance requirements are all elements of risk management.

Risk management is fundamental in ensuring the safety of all whilst on Trust premises and in ensuring that a high level of quality care is continually provided. To support staff in the management of risk, the Trust provides training programmes and facilitates staff in the use of risk management identification tools. In turn, individuals are responsible for ensuring that they attend training sessions and adhere to the Trust's policies and procedures, which includes the reporting of incidents, both actual and near miss.

Health and Safety at Work Act

Under the provisions of the Health and Safety at Work Act 1974 it is the duty of every employee to:

- Take reasonable care of themselves and of others who may be affected by their acts or omissions.
- Co-operate with their employer in ensuring that all statutory and other requirements are complied with.

Clinical Governance

All staff must comply with all clinical and Infection Prevention and Control policies of the Trust appropriate for their job role. All employees must attend mandatory trainings i.e. Fire Safety, Infection Prevention and Control, Data Protection, Manual Handling, etc. as required within their department as directed by their line manager.

All staff must also comply with the Dress Code Policy of the Trust.

Confidentiality

Post-holders must maintain the confidentiality of information about patients, staff and other health service business in accordance with the Data Protection of 1998. Post-holders must not, without prior permission, disclose any information regarding patients or staff. If any member of staff has communicated any such information to an unauthorised person those staff will be liable to dismissal. Moreover, the Data Protection Act 1998 also renders an individual liable for prosecution in the event of unauthorised disclosure of information. Following the Freedom of Information Act (FOI) 2005, post-holders must apply the Trust's FOI procedure if they receive a written request for information.

No Smoking Policy

The Trust prohibits smoking in all of their buildings and premises.

Sustainability

Sustainability is integral to the Trust achieving the NHS Net Zero target. All staff are therefore actively encouraged and supported to participate in and contribute towards improving the sustainability performance of the Trust. By working together, staff will embed sustainability into the heart of the RNOH's culture; we will be helping to improve both the internal and external environment, reduce the impact on natural and energy resources, reduce air pollution, reduce the likelihood of infection and improve the health and wellbeing of staff, patients and the public.

Person Specification Specialist Pharmacist, Pre-operative Assessment

Attribute	Essential	Desirable	Evidence to support assessment
Qualifications	<ul style="list-style-type: none"> • Masters Degree in Pharmacy or equivalent • Member of the GPhC • Higher Degree/Diploma in Clinical Pharmacy • Independent Prescriber qualification 	<ul style="list-style-type: none"> • Member of the RPS • Member of UKCPA • Appropriate short management courses • Specialist courses/ experience in the specialist areas of anticoagulation, haemostasis 	Application
Experience	<ul style="list-style-type: none"> • Minimum 3 years' experience as a clinical pharmacist practitioner, preferably within a surgical environment • Demonstrate the ability to appropriately recommend, substantiate and communicate therapeutic options and dosage regimens for patients receiving medicines in these specialist areas • Practical clinical experience • Previous experience in delivering training and education • Demonstrable use of clinical audit to improve practice • Directorate pharmacist experience including working with clinicians • Financial evaluation and reporting 	<ul style="list-style-type: none"> • Previous experience in pre-assessment • Undertaking research and publications (the postholder will be expected to actively participate in research and evaluation with a view to publication) • Track record of successful funding applications for research purposes • Recruitment, management and induction of staff • Experience of service improvement 	Application/ Interview
Skills and Abilities	<ul style="list-style-type: none"> • Good verbal and written communication skills • Good ability to organise and prioritise work • Analytical ability for problem solving • Good ability to use computer systems including excel and word • Demonstrates awareness of and commitment to the Clinical Governance agenda • Good verbal and written communication skills 		Interview
Knowledge	<ul style="list-style-type: none"> • Good clinical practice knowledge of pre-operative assessment • A good understanding of national and local priorities • Good ability to analyse medicine usage reports 		Interview
Disposition and Attributes	<ul style="list-style-type: none"> • Ability to influence senior pharmacy and medical staff, the multidisciplinary team and management • Good ability to manage and make change • Able to work under pressure 		Application/Interview

	<ul style="list-style-type: none"> • Able to work both alone and in a team • Good personal organisation and time management skills and meeting set targets and deadlines • Ability to identify and manage risks • Ability to communicate empathetically towards patients • Good general health • Flexibility and adaptability • Self-motivated and driven 		
Responsibility for Equality, Diversity and Inclusion	Demonstrable commitment to anti-discriminatory and inclusive behaviours and practices		

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