NEW VICTORIA HOSPITAL

**JOB DESCRIPTION**

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| **POSITION INFORMATION** |
| 1. **Job Details** |
| Post/Title: Pharmacist  Responsible To: Chief Pharmacist  Accountable To: Director of Clinical Services |
| 1. **Job Summary**   (A brief description of the main purpose of the post) |
| * To participate and undertake training and assessment in the clinical pharmacy and medicines optimisation service to ensure the safe and efficient prescribing & administration of medicines for patients * Demonstrates pharmacy professional leadership in the advice, support and education to other clinicians and support staff about safe, cost-effective medicines usage. * The post holder is responsible for the monitoring of patients prescriptions on the ward and at the bedside and the detection and resolution of associated clinical and pharmaceutical problems, involving discussion with healthcare professionals, other hospital staff and patients and/or relatives/carers. * To provide professional and clinical supervision of the dispensary and the dispensing process and work as a member of the pharmacy team to provide safe, timely, appropriate and high quality, pharmaceutical services for patients and staff. |
| 1. **Role of the Department**   (The function of the department in which the post holder works) |
| To provide patient-centred clinical pharmacy service to support medicines optimisation and management. To provide professional and clinical supervision of the dispensary and the dispensing process, participate in the work of the dispensary. To ensure a high level of personal, clinical and professional pharmacy practice at all times. To ensure patients and staff receive polite assistance in a timely manner, liaising efficiently with medical and other hospital staff. |
| 1. **Key Working Relationships**   (The range of individuals and organisations the post holder has contact with, how regularly and for what purpose) |
| * Service users of New Victoria Hospital in order to deliver person-centred care by understanding what is important to the individual (and carers where relevant) and adapting care to meet their needs. * Healthcare professionals in order to work in partnership with others where everyone is contributing towards providing the person with the care they need. Includes staff within Pharmacy, the Hospital and Consultants as well as other professionals during transition of care. * Chief Pharmacist in order to ensure continuity of pharmacy service provision and professional leadership of pharmacy team. * Other internal stakeholders as relevant to ensure the safe and effective operation of the pharmacy services including Departmental Heads and other Hospital staff * Other external parties as relevant to ensure the safe and effective operation of the pharmacy services including Private Medical Insurers (PMI), Pharmaceutical Manufacturers, Wholesalers and relevant Regulators (such as General Pharmaceutical Council [GPhC] / CQC) and professional bodies (such as Royal Pharmaceutical Society [RPS]). |
| 1. **Duties and Responsibilities of the Post** |
| **Clinical and medicines optimisation**   * To participate in the clinical pharmacy service, in conjunction with the Chief Pharmacist and to undertake relevant training and assessment. * To ensure that medication safety has a high profile within pharmacy and throughout the Hospital and to raise awareness of known risks with medicines including medicine omission of critical medicines and administration of high-risk medicines. * Put the patient first including in the provision of information about medicines and support with effective use of medicines. * Ensure medicines are optimised throughout the patient pathway, starting at pre-assessment clinic and through to transfer of care / discharge. * To assess, clinically verify and quality-assure patients prescription charts for legality, accuracy, safety, and appropriateness of drug therapy, possible drug interactions and adverse reactions. To optimise drug therapy by checking doses/routes/interactions with other medication, food, and disease states. This involves utilising information in the patient’s case notes, nursing care plans, prescription chart and the computerised results reporting system (Meditech) and endorsing prescriptions and patient record when necessary. * Ensure medicine reconciliation is undertaken with 24 hours of admission and compile relevant patient's medication history to facilitate a quality assurance of the prescription chart. * To communicate recommendations on medicines optimisation to doctors, nurses and other relevant healthcare professionals. * To document all clinical interventions and their outcome after discussion with the prescriber. * To advise doctors and other healthcare professionals on the safe storage, administration, appropriate therapeutic drug monitoring, potential effects of medication-both therapeutic and adverse, and legal issues relating to medicines. * To respond to medicine related enquiries from healthcare professionals, patients and relatives regarding drug treatment and patient care. * To suggest changes and improvements to medicine related policies and procedures and assist in the implementation of new policies procedures. * To support implementation of relevant medicine recalls / alerts and patient safety alerts * To undertake audits as defined by the audit cycle and other audits as required to demonstrate safe and effective medicine use.   **Dispensary and medicines management**   * To support Chief Pharmacist to ensure that medicines are handled safely and securely throughout the medicines pathway including, procurement/obtaining medicines, receipt, issue/distribution/dispensing, storage, near-patient preparation, administration and transport. * To provide professional and clinical supervision of the dispensary and the dispensing process as the pharmacist at that time and participate in the work of the dispensary. Duties primarily involve the clinical verification and quality assurance of prescriptions and their final checking but may include any aspect of the dispensing process, including unlicensed medicines where relevant. * To assess, clinically verify and quality-assure patient's in-patient drug requests, discharge prescriptions and outpatient prescriptions for legality, accuracy, safety, appropriateness of drug therapy, possible drug interactions and adverse reactions. * To act as a role model and supervise pharmacy technicians on dispensing accuracy issues and sign accuracy logs. * To liaise with other healthcare professionals and hospital staff on patient care topics. * To receive, store, and supply controlled drugs, and destroy expired ward stock, in accordance with the hospital policy. * To provide advice to members of the public on minor ailments when requested and to direct them to relevant services including local pharmacy or healthcare professionals as relevant. * To handle cash for prescription charges and as relevant to the pharmacy service * To undertake all relevant requests of the Chief Pharmacist to support medicines management and optimisation. * To participate in the out-of-hours service relevant to the needs of the Hospital |
| **INDIVIDUAL RESONSIBILITIES** |
| 1. **Regulation and Professionalism** |
| The post holder is required to:   * Maintain registration as a pharmacist with the pharmacy regulator, the General Pharmaceutical Council (GPhC), including through revalidation. * Act in accordance with the standards set by the GPhC including behaving in a professional manner to maintain confidence in the profession. * Maintain knowledge to support Chief Pharmacist with the relevant system regulation (CQC Fundamental Standards) to ensure compliance with the processes for monitoring, inspecting and rating the Hospital with respect to medicines. * Maintain knowledge of hospital pharmacy practice and relevant clinical expertise through membership of the Royal Pharmaceutical Society (RPS) and UK Clinical Pharmacy Association (UKCPA), and participating in training and development to support service improvement. |
| 1. **General** |
| The post holder is expected to:   * Adhere to Hospital policies and procedures and relevant legislation including the requirements of any professional bodies. * Use professional judgement to deliver safe and effective care including recognising limits of competence and when to seek advice. * Learn from feedback and incidents and challenge poor practice and behaviours, including speaking up when there are concerns. * Be open and honest when things go wrong (namely apply the professional duty of candour). * Understand and incorporate the organisational mission, including the respect and maintenance of privacy and dignity, and the values into daily working practice:   + Compassionate   + Exceptional   + Ethical   + Evolving * Attend mandatory training as identified by the Hospital and maintain requirements for GPhC Revalidation and provide the Hospital with assurance regarding revalidation. * Develop own knowledge, skills and experience through supervision practice and educational opportunities within the spirit of lifelong learning * Develop own knowledge and skills and keep up-to-date, to reflect the changing nature of healthcare, the population of New Victoria Hospital, and in the context of acute independent healthcare. * Work as part of a team and collaborate with colleagues * Ensure good communication links are established with all other departments within the hospital and that effective communication is maintained with patients and carers to support person-centred care. * Maintain a high level of security awareness |
| 1. **Health and Safety** |
| Employees must be aware of the responsibilities placed upon them under the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors. |
| 1. **Risk Management** |
| All staff has a responsibility to report all clinical and non-clinical accidents, incidents or near-misses promptly via Datix and to co-operate with any necessary investigations undertaken.  There are potential risks throughout the medicines pathway. The pharmacist  ensures that risk assessments are carried out for all processes that involve the handling of  medicines in accordance with local risk management policies to determine potential risks to  medicines, patients and staff.   * Risk assessments are undertaken regularly, documented where appropriate and are used to inform risk mitigation, while also ensuring the management of remaining risks and ongoing improvement. * Risk assessments are carried out when new medicines or processes are introduced, or if there are changes to a process. * Risk assessment and mitigation balance requirements for safety and security against the need to ensure that medicines are readily available to patients when needed. |
| 1. **Confidentiality and Information Governance** |
| The post holder must keep up to date with the requirements of information governance; undertake mandatory training and follow the Hospital policies and procedures to ensure that hospital information is dealt with legally, securely, efficiently and effectively.  It is important that the post holder processes personal identifiable information only in accordance with the Hospital’s Information Security policy.  The post holder must manage the records they create or hold during the course of their employment with the Hospital in an appropriate way, making the records available for sharing in a controlled manner subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines e.g. ISO27001, the General Data Protection Regulation (GDPR), Freedom of Information Act 2000, Caldicott Guidelines and professional codes of conduct on confidentiality.  It is likely that the post holder will be in contact at some time with a form of information system, and therefore are responsible for implementing and maintaining data quality. The post holder, when making entries into the records, must ensure that these are legible and attributable and that the record keeping is contemporaneous. It is essential that all information recorded is accurate, complete and relevant. |
| 1. **Equality and Diversity** |
| Employees are responsible for ensuring that they assist in the implementation of the Hospital’s Equality and Diversity policy by:   * Not discriminating in the course of their employment against fellow employees, customers, suppliers, or members of the public with whom they come into contact. * Not inducing or attempting to induce others to practice unlawful discrimination and reporting any discriminating action to the Hospital management. |
| 1. **Infection Control** |
| It is a requirement of the Department of Health that all Healthcare workers accept personal responsibility for compliance with infection control policies and procedures at any time when working in clinical areas. |
| **13. Key Reference Sources** |
| * General Pharmaceutical Council - Standards for Pharmacy Professionals, May 2017 * General Pharmaceutical Council – Standards for Registered Pharmacies, September 2012 * Royal Pharmaceutical Society – Professional Standards for Hospital Pharmacy Services, December 2017. * Royal Pharmaceutical Society - Professional Standards for Hospital Pharmacy Services: Optimising Patient Outcomes from Medicines. July 2014 * Royal Pharmaceutical Society - Keeping patients safe when they transfer between care providers – getting the medicines right, June 2012 * Royal Pharmaceutical Society – Professional Guidance on the Safe and Secure Handling of Medicines, expected summer 2018 |

**PERSON SPECIFICATION**

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| Factor | Essential | Desirable |
| Qualifications and Knowledge | * + Pharmacist Registrant of the General Pharmaceutical Council   + Member of the Royal Pharmaceutical Society   + Evidence of continuing professional development and revalidation | * Clinical Pharmacy Certificate * Member of the UK Clinical Pharmacy Association |
| Experience | * + Working within hospital pharmacy setting   + Delivering patient focused clinical pharmacy services   + Working with principles of medicines optimisation   + Planning and organising skills | * Experience in all areas of Pharmacy * Recent Acute Independent Sector * Developing, implementing and auditing of policies and procedures |
| Skills and aptitude | * + Focus on person-centred care   + Excellent communication skills   + Self-directed for quality improvement   + Ability to work as part of a team   + Ability to follow instructions   + Logical and methodical   + Good literacy and numeracy skills   + IT Literate | * Conversant with current professional issues and relevant research |
| Personal Circumstances | * + Ability to work under pressure   + Adaptable   + Flexible   + Uses initiative   + Positive outlook   + Able to work shifts including weekends |  |