

Job Title:	Band 8a AFC Pharmacist Prescriber: Childrens ADHD and sleep service
Reports to (job title):	Lead Pharmacist / Consultant Community Paediatrician and Clinical Director
Line Manager to:	Not applicable

## Job purpose

An exciting opportunity has arisen for an experienced Non-Medical Prescriber (NMP) Pharmacist, to work within the BaNES and Wiltshire Childrens community child health department to support the delivery of high-quality care to children and young people. This is a part-time role (15 hours per week) based across our sites in BaNES and Wiltshire.

HCRG provides both diagnostic and treatment pathways for children and young people who may be experiencing neurodevelopmental conditions.

We are looking for a qualified NMP with demonstrable skills and competence in assessing ADHD in children and young people (CYP). This specific role involves working within the ADHD medication pathway and involves prescribing and managing ADHD treatments in line with NICE guidelines. Responsibilities include completing annual medical reviews, repeat prescribing and supporting MDT discussions. There will be opportunities to manage sleep clinics and to prescribe appropriately if required.

The post holder will work as part of a multi-disciplinary team. You will be able to provide clinical knowledge and guidance to others and support continued clinical service improvements to ensure the high-quality delivery of our ADHD pathways, leading to positive outcomes for the children and young people.

## Base location

Sites in BaNES and Wiltshire to fulfil the requirements of the role. The post holder will need access to a vehicle.

This post is responsible for

- Conducting ADHD assessments and follow-up care for children and young people, review and prescribe ADHD medication.
- Managing sleep clinics, undertaking sleep reviews by phone and prescribing sleep medications if required

- Developing and reviewing Shared Care agreements in relation to medicines use.
- Contributing to reviewing and developing care pathways, guidance, and information for CYP on medication
- Advising and supporting colleagues to ensure the high-quality delivery of our ADHD pathways, leading to positive outcomes for the CYP
- Ensuring adherence to clinical policies
- Undertaking Lead NMP role for Childrens Services across BaNES and Wiltshire
- Answering medication queries including drug shortage issues
- Education and training on new and existing drugs supporting medicines optimisation.
- Audit and quality assurance including medicines management and CD prescribing audits.

## Key responsibilities

In this role you will:

- Collaborate with a multidisciplinary team to provide specialist assessment and intervention for ADHD in children and young people.
- Develop and implement personalised treatment plans based on evidence-based practices for individuals with ADHD.
- Contribute to governance, audit, and data reporting.
- Stay up to date with the latest research and advancements in ADHD treatments and interventions.
- Write and review prescriptions in line with NICE guidance.
- The successful applicant will be supported through a set of clinical and clinical leadership competencies as per NMP framework.
- Support the development of policies and procedures.
- Develop and provide regular reporting and audit for the ADHD service.
- Support the review and monitoring of medicines incidents.
- Respond to queries from GPs and parents.
- Keep up to date with mandatory training.
- As Lead NMP for Childrens Services in BaNES and Wiltshire, your responsibilities will include:
  - supporting NMP governance
  - engaging with the HCRG Care Group NMP Leads Network
  - supporting competence, adherence to legislation and best practice
  - working with the Medicines Optimisation Team to ensure best practice in all aspects of prescribing.

## Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don't translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there's only three, but because they are unique to who we are. We care, we think, and we do.

## Care

- Inspire
- Understand
- Communicate

## Think

- Challenge
- Improve
- Learn

## Do

- Accountability
- Involve
- Resilience

## Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company's employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the [Records Management: NHS Code of Practice](#), [NHS Constitution](#) and [HSCIC Code of Practice on Confidential Information](#) and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

## Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training
- Reading applicable policies and procedures
- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
- Ensuring the security and confidentiality of all records and personal information assets
- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.

- Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
- Adherence to the clear desk/screen policy
- Only using approved equipment for conducting business

## Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

## Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

## Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

## Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

## Medicines Management Responsibility

### **Nursing or registered healthcare professionals**

Undertake all aspects of medicines management related activities in accordance within the company's medicines policies to ensure the safe, legal and appropriate use of medicines.

### **Skilled non-registered staff**

Undertake all aspects of medicines management related activities in accordance with the company's medicines policy where appropriate training has been given and competencies have been achieved.

## Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

## General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a "non-smoking" policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

## Equal Opportunities

It is the company's intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

## Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

## Personal Specification

### Essential

- Pharmacist registered with General Pharmaceutical Council
- Independent Non-Medical Prescribing qualification (essential)
- Relevant experience of ADHD treatment and medication management in a specialist ADHD service
- Experience of sleep pathways and medication
- Ability to work autonomously and effectively manage own planned NMP clinics.
- A genuine passion for working with individuals affected by ADHD and improving their quality of life.
- Maintain and develop current knowledge of evidenced-based practice.
- Excellent written and oral communication skills
- Demonstrable management, leadership and motivational skills
- Ability to work successfully in a multi professional/disciplinary team and across organisational boundaries.
- Ability to appraise own performance, demonstrate insight and act on feedback.
- Ability to deal effectively with pressure.
- Ability to use IT and standard Microsoft packages.

### Desirable

- Experience in carrying out remote assessments.
- Risk management or clinical governance /quality improvement experience
- Experience of medicines related policy and development
- Able to influence others to support good practice.
- Experience of involvement in a research project and audit

- **Other requirements**
- Car driver and access to a car for working purposes



# Job Description

Employee signature

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Manager signature

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