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|-------------------------|----------------------------------------------------------|
| Job Title:              | Specialist Clinical Pharmacist – Hospital@Home (Band 8a) |
| Reports to (job title): | BSW Lead Pharmacist / Deputy Lead Pharmacist(s)          |
| Line Manager to:        | Not applicable (no direct reports)                       |

## Job purpose

The post holder will have a shared responsibility to lead and deliver the medicines optimisation work for our older, frail patients in the community, including attendance at the Hospital@Home MDT meeting and review of patients to inform decisions enabling medicines optimisation, ensuring a personalised approach to care is delivered in partnership.

The Specialist Clinical Pharmacist for Hospital@Home will provide and develop a comprehensive, high quality clinical pharmacy service and medicines optimisation to the multidisciplinary team responsible for Hospital at Home, ensuring integrated pharmaceutical care. This includes providing regular reports on clinical, financial and service governance issues, developing guidelines to support patient care and safety, and promoting inter-professional working, maximising high quality, safe and cost-effective prescribing within allocated resources.

The role will support the BSW Deputy Lead(s) and Lead Pharmacist in providing assurance that HCRG is compliant with legal and regulatory frameworks, including the Human Medicines Regulations 2012, RPS Professional Guidance on the Safe and Secure Handling of Medicines, Controlled Drugs legislation and Care Quality Commission requirements.

## Base

Within BSW – to be discussed at interview

## This post is responsible for

Leading, delivering and continuously improving a safe, high-quality clinical pharmacy and medicines optimisation service for patients cared for by Hospital@Home.

- Leading and delivering medicines optimisation for older, frail patients in the community, including attendance at the Hospital@Home MDT and patient reviews to inform personalised care decisions
- Providing a comprehensive, high-quality clinical pharmacy service to the Hospital@Home multidisciplinary team, ensuring integrated pharmaceutical care
- Maximising high-quality, safe and cost-effective prescribing within Hospital@Home's allocated resources

- Supporting the BSW Deputy Lead(s) and Lead Pharmacist in assuring compliance with legal and regulatory frameworks governing medicines, including the Human Medicines Regulations 2012 and Controlled Drugs legislation

## Key responsibilities

### Clinical Governance & Risk Management

- Identify and evaluate medicines-related risks, escalating to Operational and Service Leads and the BSW Deputy/Lead Pharmacist(s)
- Investigate medicines errors and near-miss events with the Quality team, ensuring risks are reviewed by the BSW Medicines Governance Group and that learning is shared across BSW HCRG and interface organisations
- Develop and maintain a Medicines Governance Framework for the Hospital@Home service, ensuring new and existing services are safe, legal and comply with national standards

### Non-Medical Prescribing & Patient Safety

- Support the non-medical prescribing lead to develop safe, legal and cost-effective non-medical prescribing in line with HCRG Care Group strategy, monitoring ePACT data against local formularies and scopes of practice
- Where qualified as a Non-Medical Prescriber, undertake prescribing to virtual wards in line with organisational policies
- Ensure drug and patient safety alerts are disseminated to staff for action within required timescales, supporting the Medication Safety Officer to implement and monitor medication safety strategies

### Antimicrobial Stewardship

- Act as a specialist practitioner, integrating research evidence into practice through critical thinking and decision-making
- Support professional and non-professional staff with antimicrobial advice and guidance, promoting adherence to relevant local and national formularies
- Provide specialist pharmacy advice into critical incident investigations associated with infection

### Clinical Pharmacy Service

- Lead and deliver medicines optimisation to the Hospital at Home service, implementing, developing and monitoring related policies, protocols, competency training frameworks and procedures
- Manage a patient caseload, undertaking medication reviews and monitoring blood results/condition to identify medicines-related problems and recommend appropriate action
- Support reduction in unplanned admissions to A&E and earlier discharge from acute hospitals

- Provide highly specialised, and at times complex or sensitive, advice to patients, carers and health and social care professionals on the safe and correct use of medication
- Document advice given in patient records, and investigate and evaluate new, complex or innovative medicines management solutions
- Support medicines optimisation audit in virtual wards through the Quality and Outcome Framework action plan

## Financial Management & Formulary

- Represent HCRG at the Area Prescribing Committee and support prescribers with BSW formulary applications, highlighting changes in NICE and other national guidance
- Work with the medical team and patients to address medicines adherence and reduce wastage, working collaboratively with practice pharmacy teams to improve the quality and cost-effectiveness of prescribing
- Monitor expenditure of the Virtual Wards/Hospital@Home service, undertaking financial modelling and horizon scanning to identify cost pressures and savings opportunities

## Controlled Drugs, Audit & Governance

- Support the Controlled Drugs Accountable Officer (BSW), identifying and highlighting areas of concern, and support the NMP lead in guaranteeing the security of prescription pads
- Coordinate the implementation and regular audit of processes to ensure compliance with medicines-related legal and regulatory frameworks, including safe and secure handling, prescribing, supply, administration and waste management
- Keep medicines-related policies and standard operating procedures up to date and fit for purpose, developing new ones as necessary and supporting local implementation of national policy
- Provide reports to the BSW Medicines Governance team, Hospital at Home Service Lead, Medicines Governance Group, BSW Integrated Care Board and Service Leads as appropriate

## Professional Leadership & Communication

- Work with doctors, nurses and other registered and non-registered staff to deliver consistently high-quality, safe and cost-effective prescribing and medicines use
- Build relationships with community pharmacy and Practice Pharmacy teams to support delivery of the BSW Integrated Care Board's medicines optimisation strategy
- Review medication for patients recently discharged from acute hospital into Hospital@Home, liaising with hospital, community and primary care colleagues
- Contribute to newsletters and guidance communicating best practice and evidence-based information to healthcare professionals

## Development & Professional Standards

- Identify, negotiate, agree and implement ICB and locality medicines optimisation priorities under the supervision of the BSW Lead Pharmacist or deputies
- Develop and maintain clinical credibility through regular supervision, mandatory training and continuing professional development, including revalidation with the General Pharmaceutical Council
- Contribute to the development and delivery of training in the Safe and Secure Handling of Medicines for healthcare staff
- Lead and participate in Quality Improvement Projects, audit, service evaluation and practice research activities in line with national standards and guidelines

## Proposed job plan

The post holder will divide their time between the Hospital@Home MDT, patient medication reviews and caseload management, and medicines governance, financial and service reporting duties. Specific sessional allocations will be agreed with the line manager and reviewed periodically to reflect service needs.

## Outline of Provisional Job Schedule:

A detailed weekly schedule will be agreed with the post holder at appointment and kept under review, reflecting the operational needs of the Hospital@Home service across BSW and the post holder's clinical and governance responsibilities.

## 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

### Think

- Challenge

### Do

- Accountability

- |                                                                                    |                                                                           |                                                                                |
|------------------------------------------------------------------------------------|---------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Understand</li><li>• Communicate</li></ul> | <ul style="list-style-type: none"><li>• Improve</li><li>• Learn</li></ul> | <ul style="list-style-type: none"><li>• Involve</li><li>• Resilience</li></ul> |
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## 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

- Master's degree in Pharmacy or equivalent (e.g. BSc/BPharm/MPharm), registered with the GPhC as a pharmacist
- Clinical Pharmacy Diploma (2 years) or equivalent experience, with evidence of continuing professional development
- At least 2 years' experience working in a clinical pharmacy role, including experience working within a multidisciplinary team
- Good knowledge of medicines legislation and national standards, and of medicines management issues relating to transfer between primary and secondary care
- Knowledge of medication adherence/concordance and options to support safe management of medication by patients in the community
- Understanding of clinical governance and risk management, and of prescribing and pharmaceutical systems/processes across care settings
- Excellent clinical knowledge
- Effective written and verbal communication skills in English; able to plan own work, work independently without direct supervision when required, and lead and work as part of a team
- Empathic, diplomatic and able to respond professionally to emotional or confrontational situations, with flexibility in approach to meet service needs
- Good manual dexterity and sufficient IT literacy to use computers in all aspects of the job, including a working knowledge of Microsoft Word, PowerPoint, Excel and Teams
- Clinical audit skills; able to critically appraise and evaluate evidence, and to work alone
- Able to identify and prioritise complex, time-sensitive workload and projects, and to deal with complaints and conflict professionally

### Desirable

- MSc in Clinical Pharmacy
- Member of the Royal Pharmaceutical Society (RPS)
- Independent Prescriber
- Experience of community health and social care
- Knowledge and experience of patient safety, specifically relating to medicines safety
- Experience of service development and of managing change and/or service improvement
- Familiarity with prescribing analysis ePACT2 data and GP clinical systems

# Job Description

- A good understanding of drug budgets and how to interpret drug expenditure reports
- Experience of training and mentoring pharmacists, pharmacy technicians and/or other healthcare professionals
- Experience of inter-agency (partnership) working, and experience in Mental Health
- Ability to write up and present projects and audit work; teaching and mentoring skills
- Experience with Electronic Patient Records (e.g. SystmOne), Electronic Prescribing Systems and electronic safety systems (e.g. DATIX)

Other requirements: Must hold a valid driving licence and be willing to work in other areas of BSW as and when required. The role involves frequent requirement for sitting/standing, periods of intense concentration in an unpredictable work pattern, frequent exposure to distressing or emotional circumstances, and frequent use of VDU equipment.

**Employee signature**

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**Manager signature**

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