

Job Title:	Clinical Pharmacist
Reports to (job title):	Lead Pharmacist
Line Manager to:	n/a

Job purpose

The post holder will work as part of a multi-disciplinary team and report to the Lead Pharmacist.

The post holder will meet standards set in Professional Standards for optimizing medicines for people in secure environments (RPS; Prisons, YOI and Secure Training Centres Edition 2 Feb 2017).

The post holder will provide primary support to other staff with regards to prescription and medication queries. They will help support the repeat prescription system, deal with acute prescription requests.

The post holder will provide clinical advice on medicines and quality improvement and be responsible for supporting GPs in implementing clinical and cost-effective medicine optimization within the prison.

The post holder will act as Responsible Pharmacist (RP) for the dispensary when on duty and be directly accountable and responsible for own pharmacy practice and to operate in line with General Pharmaceutical Council Code of Professional Conduct in relation to rules, regulations and policies on direct patient care.

The post holder will support management of the pharmacy staff providing dispensing and clinical services to the prison.

The post holder will be responsible for meeting all standards from Professional Standards for optimizing medicines for people in secure environments issued by Royal Pharmaceutical Society.

Key responsibilities

This list is intended to summarise the key responsibilities and is not intended to cover every task that may be required of the role: -

Service Delivery, Quality and Safety

- Medicine information to practice staff and patients
- Answers relevant medicine-related enquiries from GPs, other practice staff, other healthcare teams and patients with queries about medicines.
- Suggesting and recommending solutions to medicine queries.
- Providing follow up for patients to monitor the effect of any changes
- Management of medicines at discharge from hospital
- To reconcile medicines following discharge from hospitals and intermediate care, including identifying and rectifying unexplained changes and working with patients to ensure patients receive the medicines they need post discharge.
- Manage systems to ensure continuity of medicines supply to high-risk groups of patients
- Signposting
- Ensure that patients are referred to the appropriate healthcare professional for the appropriate level of care within an appropriate period of time e.g. pathology results, common/minor ailments, acute conditions, long term condition reviews etc.
- Dispensary work
- To take professional responsibility when clinically screening prescriptions to ensure the accuracy, legality, safety and efficacy of prescribed medication, including liaising with prison GPs and nurses to resolve any queries arising from the screening process.
- Ensure that staff working with you work within approved standard operating procedures
- Security Awareness-specific to the Prison Environment
- Comply with the prison security requirements. Assume personal responsibility for the security of issued keys. To be familiar with Prison Service Standards, Standing Orders, Circular Instructions, Notices to Staff, Prison Rules and any other relevant material, in order to function as an informed clinical staff member within the prison setting.
- Medicines safety - Implement changes to medicines that result from MHRA alerts, product withdrawal and other local and national guidance.
- Identify and escalate any incidents and risks using appropriate channels
- Supporting Lead Pharmacist with Datix investigations if required.

People

- To actively challenge and improve clinical performance issues, working collaboratively with the service manager in capability procedures

Leadership

- Demonstrate understanding of the pharmacy role in governance and is able to implement this appropriately within the workplace.
- Demonstrate understanding of, and contributes to, the workplace vision
- Demonstrates ability to improve quality within limitations of service
- Demonstrate ability to motivate self to achieve goals
- Promotes diversity and equality in people management techniques and leads by example.

Growth, Transformation and Change

- To actively engage in local and national professional networks (internal and external)
- To keep abreast of current and future clinical guidelines and developments to ensure compliance to up to date guidance, standards, best practice and regulations
- Contribute pharmaceutical advice for the development and implementation of new services that have medicinal components across HMP Norwich.

Management

- Demonstrate understanding of the process for effective resource utilization
- Demonstrate understanding of, and conforms to, relevant standards of practice and operating procedures.
- Demonstrates ability to identify and resolve risk management issues according to policy/protocol

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	Think	Do
• Inspire • Understand • Communicate	• Challenge • Improve • Learn	• 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 1998 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.

It is your responsibility to ensure you are registered with the Health and Care Professions Council (HCPC) and that you renew your registration in a timely manner every 2 years when prompted to do so.

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.

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 (MPharm) (or equivalent)
- Mandatory registration with General Pharmaceutical Council
- Completion of an undergraduate degree in pharmacy and registration with the General Pharmaceutical Council
- Recognizes priorities when problem-solving and identifies deviations from normal pattern and is able to refer to seniors or GPs when appropriate
- Able to follow legal, ethical, professional and organizational policies/procedures and codes of conduct
- Involve patients in decisions about prescribed medicines and supporting adherence as per NICE guidelines.
- In depth therapeutic and clinical knowledge and understanding of the principles of evidence-based healthcare.
- An appreciation of the nature of prison pharmacies
- Excellent interpersonal, influencing and negotiating skills
- Excellent written and verbal communication skills
- Demonstrate the ability to communicate complex and sensitive information in an understandable form to a variety of audiences (e.g. patients)
- Is able to plan, manage, monitor, advise and review general medicine optimisation issues in core areas for long term conditions.
- Good IT skills
- Able to obtain and analyse complex technical information
- Recognises priorities when problem solving and identifies deviations from the normal pattern and is able to refer to seniors or GPs when appropriate
- Able to work under pressure and to meet deadlines
- Produce timely and informative reports
- Gain acceptance for recommendations and influence/motivate/persuade the audience to comply with the recommendations/agreed course of action where there may be significant barriers
- Work effectively independently and as a team member
- Demonstrates accountability for delivering professional expertise and direct service provision

Job Description

Desirable

- Membership of the Royal Pharmaceutical Society
- An appreciation of the nature of primary care prescribing, concepts of rational prescribing and strategies for improving prescribing

Employee signature

Manager signature
