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| Job Title: | Specialist Clinical Pharmacist - NHS@Home and Inpatient Wards |
| Reports to (job title): | Head of Pharmacy |
| Line Manager to: |  |
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## Job purpose

The post holder will have a shared responsibility to lead and deliver the optimisation work for our NHS@Home patients in the community, working closely with the other Specialist Clinical Pharmacist – NHS@Home. The post holder will also provide a clinical pharmacy service to one of our inpatient wards. Your responsibilities will include daily attendance on the NHS@Home MDT meeting and review of patients to inform decisions enabling medicines optimisation to ensure that a personalised approach to care can be delivered in partnership. As a Clinical Pharmacist, you will provide a once weekly visit to Savernake ward to work as part of the multidisciplinary team to develop and deliver a high-quality clinical pharmacy service to inpatients on Savernake ward.

The post holder will work collaboratively with the ward clinical team, Practice Pharmacy teams, GPs, Carers and health and social care colleagues across primary and secondary care, the NHS@Home team delivers patient focussed care through innovation and commitment to ensure appropriate, safe, effective, and cost-effective use of medicines.

The post holder will provide and develop a comprehensive, high quality clinical pharmacy service and medicines optimisation to the multidisciplinary team responsible for NHS@Home and Savernake ward to ensure integrated pharmaceutical care is achieved. The role will include provision of medicines optimisation to both NHS@Home and Savernake ward, providing regular reports on clinical, financial, and service governance issues, responsible for providing a safe and effective clinical pharmacy service to patients, developing guidelines for the service to support patient care and safety, supporting and deputising for the Head of Pharmacy and promoting inter-professional working in the delivery of medicines optimisation. The role will maximise high quality, safe and cost-effective prescribing in NHS@Home within allocated resources.

The role will support the Head of Pharmacy to provide assurance that HCRG Care Group 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

Savernake Hospital

This post is responsible for

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* **Clinical Governance and risk management**
* Identify and evaluate risks associated with medicines use and record through the Risk Register process
* Support Wiltshire Health and Care Patient Safety and Quality team and service leads to remove or minimise medicines-related risks.
* Work with members of the Patient Safety and Quality team to investigate medicines errors or near-miss events.
* Liaise with relevant organisations and partners on HCRG Care Group interface relating to medicine errors or near-miss events
* Ensure that all medicines-related risks are reviewed by the HCRG Care Group Medicines Governance Policy and Oversight Group.
* Ensure that learning from any medication related incidents is shared widely within Savernake ward, NHS@Home and WHC and where appropriate external organisations/partners.
* Develop and maintain a Medicines Governance Framework for the NHS@Home Service and Savernake Ward, ensuring that existing and new services are safe, legal and comply with national standards or guidance.
* **PGDs**
* Support the development and manage the maintenance of PGDs (including approval)
* Support the development and implementation of associated PGD documentation, e.g., PGD policy, and competency self-assessment forms.
* **Non-medical prescribing**
* Support the non-medical prescribing lead to develop non-medical prescribing in line with HCRG Care Groupstrategy ensuring that non-medical prescribing is safe, legal, and cost effective.
* Monitor ePACT data and prescribing within NHS@Home to ensure it is in line with local formularies, guidelines, and scopes of practice.
* Support the ward based non-medical prescribers to ensure non-medical prescribing is in line with HCRG Care Group strategy ensuring that non-medical prescribing is safe, legal, and cost effective.
* Monitor ward prescribing, including Non-Medical Prescribing in line with local formularies, guidelines, and scopes of practice.
* If qualified as a Non-Medical Prescriber to undertake prescribing in line with policies.
* **Patient Safety**
* Ensure drug and patient safety alerts are disseminated to HCRG Care Group staff for action within the required time span
* Ensure that a register of actions is maintained
* Support the organisation’s Medication Safety Officer to ensure strategies to improve medication safety are implemented and monitored.
* **Antimicrobial Stewardship**
* Act as a specialist practitioner demonstrating advanced knowledge and skill including the integration of research evidence into practice by critical thinking and decision making
* Support professional and non-professional HCRG Care Group staff with antimicrobial advice and guidance, promoting adherence to relevant local and national formularies and evidence
* Provide specialist pharmacy advice into critical incident investigation associated with infection by attending root cause analysis (RCA) and Post Incident Review (PIR) meetings
* **Clinical Pharmacy Service**
* Lead and deliver on medicines optimisation to the NHS@Home service and Savernake Ward
* Implement, develop, communicate, and monitor medicines related policies, protocols, commissioning, competency training frameworks and procedures for use by the NHS@Home service and Savernake Ward and the multi-disciplinary team that interfaces with the services.
* Manage a patient NHS@Home caseload, providing a specialised pharmacy service, undertaking a review of patient medication, monitor patients’ blood results/condition, focusing on potential harm that can come from long-term use of medicines or poor compliance and identifying medicines related problems and recommending appropriate actions
* Ensure that vulnerable patient groups get all essential services: signposting, opportunistic advice, repeat services as required
* Support reduction in unplanned admissions to A&E and earlier discharge from the acute hospitals
* Provide highly specialised advice and information to patients/parents on the correct and safe use of medication. The information will often be complex or sensitive and will need to account for their specialist clinical condition e.g., possible side effects, precautions in certain disease states etc
* Receive and respond to enquiries regarding patient care from all grades of health and social care professionals e.g., urgent requests for advice regarding drug doses for individual patients or administration of medicines
* Ensure there is effective communication using the most appropriate methods at a level appropriate. The information will often be complex and sensitive, and conflicting data will need to be explained
* Provide highly complex advice to Health and Social Care staff involved in the care of patients, patients, relatives, and carers on straight forward and complex medicines management issues e.g., medication dosages, possible side effects and ensures compliance with legislation
* Document any advice given in patient records; this is particularly important where opinion varies, where the advice could be challenged, or the management of the patient questioned
* Investigate new, complex, and innovative medicines management solutions, using judgement skills to determine appropriateness and, if introduced, evaluate implementation
* Support medicines optimisation related audit in NHS@Home and inpatient wards through the WHC Pharmacy audit plan and audits.
* Ensure that there is a system for recording pharmacy input for NHS@Home and Savernake ward, meetings, and all interventions.
* **Financial Management and Formulary**
* Liaise with others in the Area Prescribing Committee to ensure that Prescribers work within the BSW formulary
* Support prescribers with applications to the BSW formulary
* Support the team by highlighting changes in NICE guidelines and national guidance
* Work with Prescribers and patients to address medicine adherence, reducing the wastage and overuse of medicines
* Liaise with GP practices to prescribe in a safe and cost-effective manner by working collaboratively with practice pharmacy teams, also, to maintain and improve the quality and cost-effectiveness of prescribing within the NHS@Home and Savernake ward by targeting specific therapeutic areas, identified by interpretation of prescribing data (where available)
* Monitor expenditure of Savernake ward and the NHS@Home service e.g., identifying cost pressures and savings opportunities
* Undertake financial modelling for new initiatives to support effective use of medicines, produce horizon scanning reports identifying future costs pressures to identify and implement cost saving initiatives for the service
* **Controlled stationary**
* Support the NMP lead to ensure robust systems in place to;
* Guarantee security of prescription pads
* Advise staff on the security of their own pads
* Maintain a register of staff eligible to prescribe
* Liaise with NHSBSA when new prescribers leave and join the organisation
* **Controlled Drugs**
* Support the Controlled Drugs Accountable Officer
* Identify and highlight areas of concern to the CD Accountable Officer
* Produce six monthly reports on the use of Controlled Drugs, including FP10 prescribing within Savernake ward and NHS@Home service.
* **Audit**
* Coordinating the implementation, and regular audit, of processes to ensure compliance with all medicines-related legal and regulatory frameworks. These include but are not restricted to; the safe and secure handling of medicines, prescribing, medicines supply and administration, controlled drugs, and waste management.
* **Policies and Procedures**
* Ensure medicines related policies and standard operating procedures are kept up to date and fit for purpose
* Develop new policies as necessary to ensure staff are working to national standards
* Identify and highlight areas of concern or non-compliance to the Head of Pharmacy

## 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.

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| **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 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](https://www.nhsx.nhs.uk/media/documents/NHSX_Records_Management_CoP_V7.pdf) , [NHS Constitution](http://www.nhs.uk/choiceintheNHS/Rightsandpledges/NHSConstitution/Pages/Overview.aspx) and [HSCIC Code of Practice on Confidential Information](https://digital.nhs.uk/data-and-information/looking-after-information/data-security-and-information-governance/codes-of-practice-for-handling-information-in-health-and-care/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 GPhC as a pharmacist
* Clinical Pharmacy Diploma (2 years) or equivalent experience
* Good knowledge and understanding of disease states and their treatments obtained through the completion of a degree course and the clinical diploma (or equivalent experience).
* At least 2 years’ experience of working in a clinical role
* Good knowledge of all the medicines legislation and national standards.
* Knowledge 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
* Knowledge of prescribing and pharmaceutical systems/processes across care settings
* Evidence of continuing professional development.
* Effective written and verbal communication skills in English.
* To be able to communicate information about medicines effectively to healthcare professionals and prescribers.
* Must be able to plan own work and demonstrate good organisational and time management skills. Able to work independently without direct supervision when required, in accordance with professional and national guidelines.
* Able to lead and work as part of a team.
* Empathic, diplomatic, and able to respond professionally to emotional or confrontational situations.
* Flexibility in approach to meet service needs.
* Have good manual dexterity and sufficient IT literacy skills to be able to use computers in all aspects of the job including a working knowledge of Microsoft Word, PowerPoint, Excel, Teams, and other commonly used applications.
* Clinical audit skills

Desirable

* MSc in clinical pharmacy
* Member of the Royal Pharmaceutical Society (RPS).
* Independent Prescriber
* Experience of community health and social services
* Knowledge and experience of patient safety, specifically relating to medicines safety
* Experience of service development
* Familiarity with prescribing analysis ePACT2 data and GP clinical systems
* A good understanding of drug budgets & how to interpret drug expenditure reports
* Experience of training and mentoring pharmacists and pharmacy technicians and/or other healthcare professionals
* Experience of managing change and/or service development and improvement
* Experience of inter-agency

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| Employee signature |
| Manager signature |