|  |  |
| --- | --- |
| Job Title:  | Band 8a HIV Specialist Pharmacist |
| Reports to (job title):  | Consultant Service Clinical Lead |
|  |

# Job purpose

HCRG Care Group’s mission is to work with colleagues and service users to deliver exceptional services and to shape the future of health and care. Our purpose is to continuously improve the organisation and services to enable everyone to ‘feel the difference’.

This will be a high profile post responsible for medicines optimisation on behalf of the Business Unit (BU), working closely with the BU Head of Quality and Patient Safety and Chief Pharmacist overseeing medicines optimisation across the HIV Service in Coventry and Warwickshire, providing support and guidance, direction and influencing colleagues to ensure medicine optimisation objectives are achieved.

## Role Summary

We have recently been successful in securing a contract to deliver an Integrated Sexual Health Service, including an NHS England commissioned HIV treatment service across Coventry and Warwickshire. The service will commence on 1st April 2024.

The scope of the service includes provision of integrated specialised sexual health services (Genitourinary Medicine, Contraception and Sexual Health services, National Chlamydia Screening Programme (NCSP) and HIV pre-exposure prophylaxis), and delivery of the C-card (condom-distribution) scheme, with a particular focus on the use of IT to support access to, and delivery of, services.

The scope of the HIV service will be structured upon screening, treatment and supporting patients with complex or complicated medical diagnoses or histories and linking to appropriate clinical and support services.

We are looking for an experienced HIV Specialist Pharmacist to join our Coventry and Warwickshire Sexual Health service.

The service covers both Coventry and Warwickshire with 4 hubs based within these localities; the hubs are based at Leamington Spa, Nuneaton, Rugby, and Coventry. The main base for the HIV Specialist Pharmacist will the Coventry hub, however, travel between all 4 hubs is required. As a result, a driving license and access to a vehicle for work purposes is essential for this role.

Though this role requires a HIV Specialist Pharmacist who is confident in their clinical abilities and can work autonomously and intuitively, there will be a support system on both a personal and professional level. The immediate line manager to the HIV Specialist Pharmacist will be to the clinical lead within the consultant’s team.

# Service Structure Chart

HCRG Care Group

Coventry City Council

Warwickshire County Council

Regional Director

Chief Operating Officer

Business Unit Head

Public Health Teams

CCC & WCC Commissioning Teams

BU Pharmacy Lead

General Manager Sexual Health

 **Sexual Health Service Manager**

**Service Clinical Lead (Consultant)**

**HIV Pharmacist**

**RUGBY**

**NUNEATON**

**LEAMINGTON SPA**

**COVENTRY**

# 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:

* Provide patient-centred pharmaceutical care to outpatients in the field of HIV and Sexual Health including the accurate and timely supply of dispensed medicines and supporting information.
* Deliver tailored and patient-focused pharmaceutical care to patients within the HIV/Sexual Health service.
* Use highly specialist HIV pharmaceutical knowledge to assist in the development, evaluation and co-ordination of the service in line with the objectives and strategy and in accordance with the BHIVA Standards 2018.
* Monitor patients for potential and actual adverse effects of their medicines.
* Take steps to ensure patients understand the purpose of their medicines and deal with any practical issues that may prevent the optimal use of their medicines.
* Make appropriate referrals where necessary; ensure the clear and effective communication of patients’ pharmaceutical needs to other health care professionals
* Participate in the development of Patient Group Directions where appropriate
* Identify patients who require additional help and advice with medication.
* Provide medication counselling and adherence support for patients throughout their treatment regime.
* Conduct medication reviews including reviews for complex regimens.
* Book follow-up appointments for patients when required.
* Implement and monitor care plans and medication regimes for patients.
* Co-ordinate day to day activities within the service to ensure continuity of care.
* Act autonomously and intuitively and provide support, advice, and clinical expertise when appropriate.
* Effectively communicate to patients, carers, and relevant healthcare professionals to ensure complex issues are understood both in written and verbal forms.
* Liaise with local primary and secondary care partners – GP Practices, Secondary care partners (e.g. renal, diabetes care teams) to determine co-morbidities to inform treatment regimen.
* Serve as a patient advocate and perform duties with their best interests in mind.
* Liaise with relevant bodies to advise on the procurement, supply and documentation of high-cost, unlicensed, and named-patient drugs.
* Provide specialist clinical pharmaceutical expertise when appropriate, particularly regarding drug-drug interactions with antiretrovirals.
* Monitor HIV/Sexual Health and Infectious Diseases (ID) prescribing according to service and national guidelines.
* Provide advice regarding drug treatment and make treatment recommendations to optimise drug treatments that are efficient and cost-effective.
* Attend MDT meetings and be able to participate in the decision-making processes affecting processes for individual patients.
* Attend and actively engage in both internal and external meetings when necessary to effectively communicate the service's performance.
* Attend mandatory training updates and contribute to clinical governance.
* Engage in continuous professional development require to ensure that knowledge reflects contemporary issues and standards, so the most appropriate drug/treatment regime/combination is chosen.
* Contributes to HIV/sexual health clinical risk activities and be able to identify and manage risk and promote the safe use of medication.
* Complete DATIX procedure when necessary.
* Draft reports summarising status on issues, appraising outcomes, and providing progress reports
* Analyse, interpret and present data to highlight issues, risks to support in decision making
* Act as a role model providing advice and support to promote best practices.
* Adhere to HCRG Care Group standard operating procedures and policies and wider national standards and legislation.

## Key Internal Relationships

* Head of Business Unit
* BU Head of Quality and Patient Safety
* BU Lead Pharmacist
* Chief Pharmacist
* Consultant Clinical Lead

**Key External Relationships**

* Local Pharmaceutical Committee
* Local Primary and Secondary Care Partners
* BHIVA
* HIVPA

# 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 • Challenge • Accountability
* Understand • Improve • Involve
* Communicate • Learn • 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 always observe strict fire and security precautions.

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

* BPharm/BSc (Pharmacy) / Equivalent Pharmacy degree.
* Registration with GPhC.
* Member of the BHIVA and HIVPA.
* Postgraduate certificate in General Pharmacy Practice.
* A Qualified Prescriber (or evidence of working towards this).
* Driving License and access to a car for work purposes.
* Minimum of 1 year experience in a clinical setting.
* Knowledge and experience working within a sexual health and HIV specific setting.
* Confidence to work independently and intuitively within HIV specialism.
* In depth knowledge around the BHIVA standards 2018.
* Experience working with and procuring High-Cost Drugs.
* Ability to undertake prescription reviews of medication regimes on an individualised basis, specific to patients with HIV and sexual health prescriptions.
* Able to communicate effectively with patients and offer advice around difficult topics.
* Able to calculate complex drug regimes.
* Able to interpret physiological and pathological data for induvial patients and the impact of these results on medication.
* Skilled in therapeutic drug monitoring.
* Be able to advise on dosing and dose adjustments.
* Able to apply a tailored, evidence-based approach to balance risk and benefits of prescribed treatments to individual patients.
* Able to identify barriers to communication and implement solutions to overcome them.
* Emotional Intelligence.
* Good generic IT and literacy-based skills.
* Strong analytical skills
* Ability to apply sound professional judgement for legal and ethical issues
* Time management and prioritisation skills
* Experience and ability to use pharmaceutical software.
* Evidence of continuous professional development.

## Desirable

* Knowledge of the Integrated health and care systems, including commissioning process.
* Experience of inter-agency working e.g. Local authorities, CQC, HO etc.
* Experience with audits and therapeutic reviews.
* Experience working within an NHS environment.
* Experience working with and analysing data
* Critical appraisal skills and knowledge to analyse interpret and evaluate clinical papers, clinical evidence, data and information from various sources to make judgements, decisions and provide recommendations.

## Employee signature

## Manager signature