|  |  |
| --- | --- |
| Job Title: | Community Hospitals Inpatient Pharmacist |
| Reports to (job title): | Operationally – Inpatient Matrons  Professionally – Business Unit Lead Pharmacist |
|  |  |

# Mission Statement

Our 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’.

# Job Purpose

* To provide a comprehensive clinical pharmacy service to the four-community hospital inpatient wards (Livingstone; Sapphire; Harty and Kestrel wards).
* To work as member of the MDT to ensure delivery of a high-quality clinical service by participating in the functioning of the inpatient areas.
* To ensure compliance with medicines legislation, support nursing and medical staff and assist with education and training, to ensure safe, effective, and economical use of medicines.

# 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:

* Deliver a high quality, patient-centred clinical pharmacy service across the four-community hospital inpatient wards by providing regular prescription reconciliation, medication review, reordering of prescribed medications as required, ensuring safe and timely patient discharge, and organising appropriate medications for TTAs on discharge.
* To support patients to self-manage medication providing educations and training as required.
* Work collaboratively with Nursing staff and as part of MDT to provide clinical pharmacy service to inpatients.
* Ensure stock levels are adequately maintained by working collaboratively with ward staff and ensure that there is adequate supply of all medication needed by patients when admitted to the wards.
* Participate in multidisciplinary team meetings and medication review meetings and update care plans as required.
* Contribute to discharge planning activities and organise appropriate medication supply for TTAs.
* Contribute to the clinical, cost effective and evidence-based use of medicines by ensuring prescribing follows national and the HCRG Care Group guidelines.
* Liaise with the pharmacy team that provide supply pharmaceutical service to our community hospital inpatient services.
* To advise inpatient ward teams on issues relating to medication, provide medication reviews and other medicines management services.
* Provide an interface where necessary, with GPs and Community Pharmacists, in the locality.
* To implement and monitor the recommendations of the Medicines Optimisation Group for HCRG Care Group.
* To contribute to clinical audits where required.
* The post will require the flexibility to move across the four community hospitals inpatient wards as necessary.
* Providing advice on therapeutic drug monitoring of specific drugs.
* Providing highly specialised medicines information and advice to patients, medical and nursing staff.
* Ensuring that the use of medication is safe and based on sound evidence and research-based practices.
* Ensuring that effective medicines management practices are carried out and thus promote economic drug usage.
* Ensure safe disposal of waste medication and assist in CD destruction based on local policies.
* Report Datix and where support the Lead Pharmacist with information where required.
* Escalate CD discrepancies to the Lead Pharmacist and CDAO when identified.
* To manage and reconcile conflicting views and differences of professional opinion with respect to medicines usage where a range of options are considered.
* Proactively encourage safe practices in relation to the use of medicines, making Business Unit Lead Pharmacist and Chief Pharmacist aware of circumstances that might mitigate against safe standards of practice and advise on corrective action.
* Ensure that medication errors are reported using organisation’s Datix incident reporting system ensuring shared learning from incidents is embedded into practice.
* Implement and monitor national and local initiatives and directives, regarding medicines management.
* Participate in and encourage reporting of adverse drug reactions.
* Educate patients about their drug therapy with the provision of verbal or written information where necessary including participation in medicines education groups for patients and carers as necessary.
* Participate in medication management educational programmes across the community hospital inpatient wards.
* Receive clinical supervision from the Business Unit Lead Pharmacist in accordance with good practice guidelines**.**
* Participate in regular appraisal and to maintain a continuing professional development record as required by GPhC.
* Engage in Continuous Professional Development as required by General Pharmaceutical Council.
* Maintain and update own competencies and identify own training needs, and maintain portfolio of evidence of CPD.
* Work towards objectives identified at appraisal and develop with manager, own Personal Development Plan.

# Key Internal Relationships

* Head of Business Unit
* Head of Quality and Patient Safety
* Head of Operations
* Head of Finance
* Non-Medical Prescriber Lead
* Advanced Clinical Practitioners on the wards
* Ward Doctors
* Community Hospital Matrons
* HCRG Care Group Chief Pharmacist

# External

Health and Care Partnerships, specifically partnership Lead Pharmacists, professional and regulatory bodies, referrers, patients/service-users

**Other Considerations (i.e. required to travel):**

Site base will be: Livingstone Community Hospital

Flexibility and ability to travel across North Kent BU Sites

Car driver, with full driving licence

# 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 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 DATIX 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 Pharmacist

Must be a member of the professional body GPHC and compliant 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

Undertake all aspects of medicines management related activities in accordance with 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**

* Registered with GPhC, with at least 3 years’ experience.
* Interest in working in Community Hospital Inpatient Wards
* Working knowledge of NSF for Older People Understanding of principals of Clinical Governance
* Able to work collaboratively in multidisciplinary setting.
* Evidence of on-going CPD
* Ability to work flexibly and on own initiative.
* Good time management and organisational skills
* Experience undertaking, interpreting, and reviewing clinical audit.
* High level of communication, influencing and interpersonal skills
* Good awareness and understanding of national policy development on community health services.
* Familiar with the concepts of evidence-based medicine, needs assessment, effectiveness, prioritisation, and appropriateness.
* Understanding of the concepts of Clinical Governance and how to apply this to the broader agenda.
* Possesses relevant knowledge of pharmaceutical standards of practice.
* Good basic knowledge of the regulatory framework and the role of regulators and associated health policy.
* Ability to manage own workload.
* Ability to work flexibly to meet service demands.
* Ability to drive, hold a full UK driving license, access to a vehicle for all work-related travel.

## Desirable

* Master’s degree in pharmacy + 1 year pre-registration training
* Post-graduate qualification in Clinical Pharmacy or equivalent specialist knowledge, acquired through a broad spectrum of clinical pharmacy training and experience.
* Post graduate qualification in psychopharmacology.
* Experience of working in community hospital inpatient services
* Experience of working within Nurse Led inpatient Units.

# **Employee signature**

# **Manager signature**