

Job Title:	Medicines Governance Pharmacist
Reports to (job title):	Lead Pharmacist

## Job purpose

An exciting opportunity has arisen for highly motivated Pharmacist to join the team in Bath and North East Somerset (BaNES) area. This is a part time role (18 hours per week) with responsibility for progressing Medicines Optimisation, governance and safety within the pharmacy team. This role is suitable for a candidate keen for a new challenge. We welcome applications from pharmacists working in hospital and community settings, and the primary care sectors including community pharmacy.

You will work alongside our Medicines Management team in BaNES where we deliver services across the Bath and North East Somerset area to support care to patients in social and community settings. Being driven and adaptable are essential characteristics for this role as there is a unique opportunity to work with a variety of services including community hospitals, children's services, and community nurses and social care.

To promote medicines optimisation and the delivery of high quality, safe and cost-effective prescribing and medicines use across the BaNES area. The post holder will support the Lead Pharmacist to plan and support/deliver key clinical projects and Medicines Safety Improvement programmes to deliver evidence-based cost-effective prescribing and medicines management. The postholder is a key member of the South West Regional Quality Team and will support quality initiatives identified to educate and inform operational colleagues about quality, safety and governance.

## Base

St Martin's Hospital, Bath, with the opportunities to work at other sites.

## The Ideal Candidate

- The ideal candidate will be an experienced pharmacist with a background of working as part of a multi-disciplinary team from an Acute or Community Pharmacy background.
- Experience of writing Patient Group Directives (PGDs), writing medicine related policies/guidelines/bulletins.
- Proven experience of using audit to effect service improvement
- Demonstrate initiative, problem-solving, and decision-making skills and ability to lead on projects.
- Confident user of Excel, Microsoft Word and PowerPoint and electronic incident reporting systems.
- Attention to detail, ability to prioritise own workload, and to work to strict deadlines.

## Key responsibilities

- Lead on development and review of PGDs, and review medicines management policies and write/review associated local procedures.
- Undertake and facilitate medicines audit to measure and improve robust medicines management systems and processes.
- Lead incident reviews involving medicines and provide a quality assurance by supporting multidisciplinary teams to investigate incidents to identify learning, develop action plans and implement any required changes in practice.
- Develop and deliver education and training materials relating to medicine management to embed learning identified from incidents or trends in incidents, and to support safe innovative practice.
- Support multidisciplinary teams to deliver medicines governance around the safe use of medication.
- Responsible for local monitoring and reporting to support a reduction in avoidable harm from inappropriate medicines management.
- Provide an oversight of medicines governance to Lead Pharmacist and Governance Team.
- Support Non-Medical Prescriber framework
- You will work closely with both the Medicines Management team and the health and social care community teams to develop new ways of working to improve medicines safety and medicines optimisation.
- Providing local and national assurance through the provision of regular reports as required.

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

## 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

### Main duties and responsibilities:

#### Governance and medicines safety

- To develop, and review PGDs, policies and procedures related to medicines optimisation and co-ordinate, support implementation and monitoring of audits to demonstrate compliance with national medicines management frameworks.
- Monitor all medicine related incidents on the Datix web database and act on any trends of concern, provide information and prepare reports to support risk reduction strategy.
- To provide professional and clinical expertise to raise awareness of medicines related incidents and reduce recurrence by promoting action plans to improve patient safety. Advise on training and learning outcomes and standardisation of practice.
- Collaborate with professional leads to develop education and training materials to reduce medication incident trends
- Be a champion and advocate for medication safety and promote assurance audit and quality improvement.
- Develop reports relating to medicines management and audit to support innovative practice and sustain robust medicines management systems and practice.
- Provide advice to a range of health care professionals in provider services and in interface roles, on medicines optimisation and prescribing.
- To support engagement with other pharmacy colleagues and health and social care professionals across all interfaces such as community care, or social care settings to ensure a seamless approach to medicines management.
- As this role will require working many people at different times, some creativity will be required to manage all demands. The pharmacist will also be encouraged to be solutions orientated, in support of the overall agenda.
- Support Non-Medical prescriber framework.

#### Professional/organisational

- To be responsible for maintaining own competency through CPD activities, and maintain a portfolio which reflects personal development.
- Attend and represent the Medicines Management Team at appropriate multidisciplinary internal and external meetings to promote medicine safety.
- Participate in the staff appraisal scheme as an appraisee and be responsible for complying with agreed personal development programmes to meet required knowledge and competencies.
- Adhere to GPhC Standards of conduct, ethics, and performance.

## Skills

- Good communication, verbal and written, with colleagues of all professions and with other agencies regarding medicines optimisation.
- To be professionally and legally accountable for all aspects of own work.
- Able to prioritise own workload and manage time effectively with minimal supervision and to deadlines.

## Essential

- Pharmacist registered with General Pharmaceutical Council
- Maintain and develop current knowledge of evidenced-based practice.
- Good clinical knowledge with post registration experience in hospital or community pharmacy.
- Understand clinical governance and quality improvement
- Able to record, interpret and monitor data and respond accordingly.
- Good presentation and report writing skills
- Use of IT systems to generate reports, analysis, or review medicines usage.
- Good IT skills (Excel, Word, PowerPoint, MS Teams)

## Desirable

- Risk management or clinical governance /quality improvement experience
- Knowledge of NHS structures and Commissioning
- Experience of medicines related policy and development
- Able to influence others to support good practice.

# Job Description

Employee signature

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Manager signature

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