

## **JOB DESCRIPTION**

**Job Title:** Clinical Pharmacist

**Reports to:** Deputy Chief Pharmacist

**Accountable to:** Chief Pharmacist

### **Role Summary:**

To work with the Pharmacy Team to provide a comprehensive Clinical Pharmacy Service to patients.

To support the dispensaries and clinical wards /departments to ensure that patients receive their medication in a timely, professional and efficient manner with all the necessary practical and clinical information.

To work collaboratively with healthcare professionals to enhance patient safety and ensure that Medicines Management practices are safe and effective.

To be responsible for ensuring the safe, appropriate and cost-effective use of medicines for patients.

To participate in the Clinical Pharmacy TPN service and provide a clinical pharmacy service to other specialities where required.

All processes must be in line with RPS, GPhC, MHRA and BCH SOP standards.

### **Role Responsibilities and Duties:**

#### **CLINICAL DELIVERY**

- To provide and develop a Clinical Pharmacy service to a variety of Medical and Surgical Specialities. Participate in consultant ward rounds, where feasible, providing clinical and financial advice as appropriate.
- Adhere to the Clinical Pharmacy Services Standards as determined by the clinical strategy and participate in Directorate MDT meetings.
- To act as a source of specialist advice and information and support Medicines Information for inpatient specialities.
- To work with the multidisciplinary team and educate patients / nursing staff about prescribed medication regimes (inpatient and discharge) with the aim of improving compliance.
- To achieve medicines reconciliation processes and enhance patient safety at ward level.
- To co-ordinate and monitor the provision of neonatal, paediatric and adult TPN as required.
- To contribute to the clinical focus of the department and participate in ward rounds, clinical hand-over and promote the role of the Pharmacist as an integral part of the hospital multi-disciplinary clinical team.

- To identify prescriptions that might present risks to patients and to resolve relevant issues before dispensing. To recognise and discern prescribing or administration errors, assessing potential risk & strategies to manage this risk. Making clinical interventions by challenging other professionals in their prescribing or administration practices and to ensure accurate records are kept.
- In the absence of other pharmacists provide a high level of pharmaceutical care on a variety of wards, as required.
- To liaise with nursing and medical staff to ensure that the clinical service reflects the needs of all users of the pharmacy service. To ensure that the pharmacy service is focused on the needs of the patients
- To ensure the appropriate use of the Bupa Cromwell Hospital antibiotic policy and other hospital medicine- related policies and audit compliance.
- To ensure that the Inpatient Clinical Pharmacy service is patient focused, responsive and appropriate and that the professional image of the department is upheld at all times.
- To work in the Inpatient pharmacy, undertaking responsibilities required of a dispensary pharmacist, including ensuring that medicines are dispensed in a legal, efficient and accurate way and that the appropriate clinical and other checks have been carried out.
- To ensure patients are given appropriate counselling and information regarding their medicines. To counsel patients on the use of their medicines and to counter-prescribe suitable medicines if necessary
- To contribute to the co-ordination of the clinical services provided by the Pharmacy department as a whole and ensure medicines are issued and used in a safe and efficient manner and that protocols utilised are clinically based and patient focused
- To participate in near miss, intervention monitoring and Clinical Audit.
- To act as a mentor / tutor for cross sector pre-registration pharmacists and university placements as necessary.

## OPERATIONAL DELIVERY

- To be familiar with all the policies and procedures of the department and to ensure all pharmacy service levels are maintained
- Support the provision of pharmacist cover in the In and Outpatient pharmacies and ensure medicines are dispensed in a safe, efficient and accurate way. This will include dispensing, checking other staff member's work and posting payments to patients' accounts. To assist with the provision of outpatient pharmacy service in accordance with the standards set by the General Pharmaceutical Council for licensed retail pharmacies.
- To participate in the training of pharmacy technicians. To develop and implement procedures and training for other pharmacy staff in the areas of counselling and counter-prescribing-

- To be fully aware of and implement the ordering and stock maintenance procedures. To assist in the effective control of stock in the dispensary and support the Pyxis computerised ward medicines distribution service.
- To contribute to the co-ordination of the clinical services provided by the pharmacy department and ensure medicines are issued and used in a safe and efficient manner and that protocols are clinically based and patient focused.
- To be aware of prescribing trends and drug usage in the hospital and to liaise with the Pharmacy Purchasing technician to ensure supply matches demand.
- To undertake projects that will improve the quality of patient care and /or reduce expenditure and contain costs and facilitate the effective and cost efficient use of medicines.
- To participate in education of nursing and medical staff in relation to new medications.
- Participate in the on-call, bank holiday services and weekend / evening rotas
- To read, comply and review all applicable SOPs within the Pharmacy department. To ensure development of all new SOP's in accordance with change of practice and legislation.
- Implement change where necessary (through review and update of existing SOP or implementation of new SOP) in liaison with the Deputy Chief pharmacist / Chief Pharmacist.
- To pro-actively escalate communications to resolve and improve any workflow issues to ensure all team members are suitably informed. To participate in and where required lead team meetings.
- To assist in the training of new staff and work placements where necessary and to ensure all training is documented and signed off for each individual's training file.
- Be fully aware of the ordering and stock maintenance procedures. To assist in the effective control of stock in the dispensary and year end stock take.
- To participate in training initiatives in order to support continuing professional development to ensure that knowledge is current and to be aware of new developments.
- To contribute to service review, performance monitoring, professional clinical audit, research and development.
- To cover dispensary service for Outpatient Pharmacy as required and to work flexible hours if required to accommodate changing workload patterns.
- Undertake relevant tasks that may be delegated which are appropriate to your level of experience and expertise.
- To undertake any additional duties or projects that may be required by the Chief Pharmacist/ Deputy Chief Pharmacist.

## INTEGRATED GOVERNANCE

- Understand implications of Integrated Governance and adhere to hospital governance policies including the reporting of incidences, near misses.
- Ensure compliance to standards in respect of all legislative requirements, including but not limited to CQC, SHE, DSE, Fire, COSHH, BLS, Manual Handling, Safeguarding Children & Adults, Information Security and Infection Control.
- Maintain safe working practices and adhere to clinical risk management policy and recommendations.
- Proactively assist in audit and quality assurance programmes.
- Adopt the correct administrative procedures when dealing with complaints from patients/relatives following set policies and procedures.

## PEOPLE

- Ensure effective communication to patients and colleagues.
- Ensure attendance and completion of all mandatory study days.
- Share knowledge, skills and experience and work collaboratively with colleagues.

### **Health Clearance**

Applicants must complete a medical questionnaire and return it to the Hospital's Occupational Health Providers.

### **Health & Safety**

Be aware of, and conversant with, the Health and Safety at Work Act and comply with the regulations set down to ensure safety to patients, visitors and colleagues.

Record all accidents and untoward occurrences according to Hospital policy.

Attend fire lectures and fire drills in accordance with the law and to be fully aware of the position of fire alarms, emergency equipment and exits.

Attend all mandatory training as required.

### **Infection Control**

Infection prevention and control is an essential aspect of patient care. All post holders have a personal obligation to act to reduce Healthcare Associated Infections (HCAs).

They must attend mandatory training in infection prevention and control and be compliant with all measures required by the Hospital to reduce HCAs.

Post holders must be familiar with the Hospital's Infection Control Policies, including those that apply to their duties, such as the Hand Hygiene Policy, the Uniform Policy and Personal Protective Clothing Policy.

Post holders who have clinical responsibilities must incorporate into their clinical activities up-to-date evidence that supports safe infection control practices and procedures, for example the use of aseptic techniques and the safe disposal of sharps.

**Confidentiality and Disclosure of Information**

In the course of your normal work you will come into possession of confidential information concerning patients, the Cromwell and its staff. This information should be treated confidentially and in accordance with the Cromwell Hospital's policy and the Data Protection Act (1998) and European Union regulations.

**Data/Security**

The post holder is responsible for ensuring that he/she maintains the integrity and quality of both computerised and manual data.

**This job description is intended as a basic guide to the scope of the duties and responsibilities. It will be subject to regular review and amendment as necessary, and in line with the development of this post.**

Signed:..... Date:.....  
(Post-holder)

Signed:..... Date:.....  
(Chief Pharmacist)

**PERSON SPECIFICATION: PHARMACIST – Clinical Pharmacist**

ATTRIBUTE	ESSENTIAL	DESIRABLE
<b>Qualifications/ Training</b>	<ul style="list-style-type: none"> <li>• Member of General Pharmaceutical Council</li> <li>• Postgraduate clinical qualification</li> <li>• CPD portfolio</li> </ul>	<ul style="list-style-type: none"> <li>• Member of Royal Pharmaceutical Society</li> <li>• Diploma in Clinical Pharmacy (part 2)</li> </ul>
<b>TRAINING, EXPERIENCE AND KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• 2 Years post qualification experience</li> <li>• Experienced in inpatient and outpatient dispensary pharmacy.</li> <li>• Provision of a clinical pharmacy ward services in a variety of specialities.</li> <li>• Able to cover On call service</li> </ul>	<ul style="list-style-type: none"> <li>• Familiar with Ascribe.</li> <li>• Worked in non-NHS environment.</li> <li>• Oncology and paediatric experience</li> <li>• Staff Supervision</li> </ul>
<b>APTITUDE, SKILLS AND COMPETENCIES</b>	<ul style="list-style-type: none"> <li>• Organised &amp; Analytical</li> <li>• Proactive &amp; enthusiastic</li> <li>• Open mind in problem solving</li> <li>• Diplomatic</li> <li>• Good verbal and written skills.</li> <li>• Willing to learn and self-develop.</li> <li>• Excellent communication.</li> <li>• Ability to prioritise.</li> <li>• Ability to delegate.</li> <li>• Computer skills, e.g. databases.</li> <li>• Ability to work alone and as a team member.</li> <li>• Time Management</li> </ul>	
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>• Confident.</li> <li>• Effective under pressure</li> <li>• Enthusiastic</li> <li>• Dynamic and motivated.</li> <li>• Flexible.</li> <li>• Smart appearance</li> <li>• Enthusiasm</li> <li>• Confidence</li> <li>• Influential</li> <li>• Credible with medical/nursing staff</li> <li>• Innovative</li> <li>• Willingness to learn and develop personally</li> </ul>	