

Job Description

Job Title:	Band 6 Clinical Pharmacist
Grade:	Band 6 (incl EDC, Inner London HCA supplement)
Hours:	37.5 hours
Location:	Based at Pharmacy Department, Mile End Hospital, Tower Hamlets
Responsible To:	Band 7 Clinical Pharmacist
Accountable To:	Chief Pharmacist, East London Foundation NHS Trust
Key Relationships:	Members of Ward and Community based Multidisciplinary Teams [MDT] (medical staff, nursing staff, psychologists, occupational therapists, social therapists and social workers) Ward Managers, Team managers and Modern Matrons Carers and Service Users Carer/user groups Pharmacy Staff

Job Purpose:

- To deliver a comprehensive medicines management service to East London Foundation NHS Trust (ELFT) patients and the multidisciplinary treatment team responsible for their care.
- To provide input into policy and procedures affecting the use of pharmaceuticals at both local and trust wide levels under the direction of the Lead/Advanced Pharmacist.
- To undertake education and training to become a competent and effective mental health pharmacist.

Main Responsibilities:

Overview of Main Responsibilities:

Clinical Practice

- To be responsible for providing a clinical pharmacy service to wards at Mile End Hospital and also community based teams within the London borough of Tower Hamlets if required.
- In accordance with the ELFT Clinical Pharmacy Standards ensure the safe, appropriate and legal use of medicines in order to maximise benefit and minimise risk to patients. This will be achieved by;

- Regular review of prescriptions for accuracy and legality (Medicines Act, Misuse of Drugs Act, Mental Health Act), compliance with ELFT medicines management protocols and policies and the ELFT formulary.
 - Identification of high-risk drugs, high dose antipsychotic treatment, significant drug interactions and those drugs that require therapeutic drug monitoring. Any issues identified should be resolved and monitored appropriately.
 - Ensuring that Medicines Reconciliation is undertaken for every service user admitted as an inpatient. Taking steps to ensure service users understand the purpose of their medicines and deal with any practical issues that may prevent the optimal use of their medicines. This will involve ensuring there is access to PILs, that all service users are offered 1:1 medication education sessions with a pharmacist at least once during their admission, by running ward groups and planning for discharge. Where appropriate service users should be assessed for suitability for the ELFT self-administration scheme.
 - Ensuring the timely and safe supply of medicines to the ward or clinical team by working in conjunction with the clinical technician.
 - Attending ward or management rounds and supporting the MDT to ensure that the above standards are achieved.
 - Providing medicines information to the MDT, giving advice of a truly specialist nature, when they have been unable to access either information/advice, or require help where information is conflicting or difficult to interpret in the management of either individual patients, or groups of patients.
 - Attending ward issues meetings and ward developmental days, when necessary, to feedback on medicines management issues or provide training.
- Be able to critically appraise the literature and give accurate interpretation in order improve use of medicines.
 - Reduce risk associated with medicines use by contributing to the safe medication practice agenda. This will include identification and reporting of medicines related errors.
 - Develop and demonstrate expert clinical knowledge in appropriate areas.
 - Advice provided is accurate, evaluated, impartial and up-to-date to ensure the safe, clinically effective and cost efficient use of medicines in patients.
 - The post holder will continually update their skills and knowledge as part of Continuing Professional Development.
 - Be familiar with the use of breakaway techniques.

Communication:

- Identify and respond to the specialist pharmaceutical information needs of patients, carers, doctors, nurses, and other members of the healthcare team. Information will be required to be presented on an individual case basis or as part of structured medication education groups.
- Ensure information is provided in a timely manner, to the appropriate individual (in accordance with the degree of urgency of the request or issue identified).
- Able to keep accurate and complete records of relevant activities and communications – in particular when about a service user in the service users notes

- Be able to present information in a suitable format (e.g. written and/or verbal) and style for the target audience. Recognises and reflects on barriers to communication and works to overcome these. Barriers to effective communication may include learning disability, mental impairment, non-consenting/noncompliant patients, and patients detained under the mental health act who may be violent/aggressive. Encourages participation from all involved.
- Assist other Clinical Pharmacists/Clinical Lead Pharmacist/Deputy Chief Pharmacist in communicating relevant ELFT Trust decisions and policy relating to medicines to local clinical areas.

Training:

- To assist the other Clinical Pharmacists/Clinical Lead Pharmacist/Deputy Chief Pharmacist in the preparation and delivery of training for clinical staff (e.g. nurses, junior doctors) working within the Trust.
- To provide education and training to other healthcare staff on mental health related issues.
- To contribute to the training of pre-registration pharmacists, pre-registration technicians and pharmacy students as required.
- To be responsible for own continuing professional development CPD, (and portfolio) in order to continue to update clinical knowledge and skills.
- To participate and contribute to the ELFT Pharmacy Continuing Professional Development/Continuing Education Programme.

Policy and/or Service Development:

- Contribute to the writing of Trust wide medicines-related clinical guidelines as delegated by the Lead/Advanced Pharmacist.
- Support local implementation of Trust Medicines Management Policies within own clinical area.
- Support the implementation of policies and procedures to support the delivery of appropriate medicines supply service.
- Provide information and advice on medicines management aspects of clinical governance in line with the Medicines Committee.
- Be responsible for ensuring medicines are handled safely and securely within designated clinical areas.
- Assist in the delivery of the modernisation agenda for pharmacy services under the direction of the Clinical Lead Pharmacist/Deputy Chief Pharmacist.
- Identify and undertake project work in order to make improvements within own clinical area.

Management of Resources:

- To be responsible for planning and organising own workload for their clinical areas in accordance with the requirements of the job.
- To be responsible for managing medicines storage and security (prescription only medicines and medicines specified in the Misuse of Drugs Act).
- To be responsible for medicines supply (e.g. stock lists) ensuring appropriate quantities are stored in accordance with the changing clinical needs of each clinical environment to minimise waste and reduce risk.

Research and Development:

- To participate in the ELFT Trust wide Medicines Audit programme. This includes supporting collection of data.
- To identify and undertake medicines audit at the local directorates and re-audit where appropriate.
- Promote and facilitate pharmacy practice related research within pharmacy services.
- To participate in clinical trials within designated clinical areas as required

Weekend Working and On Call

To participate in the weekend working and bank holiday rota at Mile End site as per the published rota. To also participate in the ELFT on call pharmacy service as per the published rota.

Rider Clause

This is an outline of the post holder's duties and responsibilities. It is not intended as an exhaustive list and may change from time to time in order to meet the changing needs of the Trust and Department.

Supplementary Information:

In the course of their duties the post-holder may be:

- Frequently exposed to distressed patients due to the nature of their illness i.e. suicide, deliberate self-harm, overdoses, abuse and the undesirable adverse effects of specific complex drug treatments e.g. sexual side effects, weight gain and lack of insight for the need of treatment.
- Occasionally exposed to unpleasant smells and body fluids on the wards
- Occasionally exposed to verbal aggression from patients on wards and from outpatients and potential risk of physical aggression from patients.

The work pattern may be frequently unpredictable due to constant changes and demands and interruption from healthcare professionals or patients.

Physical effort includes regular travel to off site locations.

Pharmacy services will be provided to the inpatient services, outpatient services, Rehabilitation Units, Community Mental Health Teams (CMHT), Assertive Outreach Services (AOS) and Crisis Resolution Teams (CRTs), Home Treatment Teams (HTTs), Clozapine Clinics, depot clinics and the Emergency Clinic.

The post holder will be based at the Tower Hamlets Centre for Mental Health but may also be required to travel off-site to provide pharmacy services at other locations. There may be an occasional need to provide dispensary cover in the event of staffing issues within the technician run dispensary.

Notice Period: 2 months

Job Flexibility

The post holder will be required to work flexibly, providing assistance as and when necessary, which may involve them in a developing role.

Working Relationships

The working relationship between all members of staff should be mutually supportive, with staff deputising and covering for each other when appropriate.

Health and Safety

East London NHS Foundation Trust has a Health and Safety Policy applicable to all employees. Employees must be aware of the responsibility placed on them under the Employment Rights Act 1996, to ensure that agreed safety procedures are carried out, and to maintain a safe environment for employees, patients and visitors.

Infection Control

The prevention and control of infection is the responsibility of everyone who is employed by East London NHS Foundation Trust. Employees must be aware of infection control policies, procedures and the importance of protecting themselves and their clients in maintaining a clean and healthy environment.

Improving Working Lives

East London NHS Foundation Trust is committed to the principles of Improving Working Lives and all managers are encouraged to follow Improving Working Lives practices. Consideration will be given to all requests for flexible working in line with Trust policy.

Staff Involvement

East London NHS Foundation Trust is committed to involve staff at all levels in the development of the organisation.

Managers should ensure that staff are encouraged and involved in organisational and service developments including business planning and they are able to influence discussions, which affect them and their working conditions.

All managers should engender a culture of openness and inclusion so that staff feel free to contribute and voice concerns. They should develop and implement communication systems that ensure staff are well informed and have an opportunity to feedback their views.

Smoking

East London NHS Foundation Trust acknowledges its responsibility to provide a safe, smoke free environment to its employees, patients and visitors. In expressing its commitment to the prevention of smoking related diseases, the Trust has a 'Non Smoking Policy' and all Trust buildings and vehicles are designated as smoke free areas.

Alcohol

Employees are expected to be aware of and understand that East London NHS Foundation Trust has a policy on alcohol and the consumption of alcohol. Alcohol is not permitted whilst on duty.

Confidentiality

Employees should be aware that the Trust produces confidential information relating to patients, staff and commercial information. All employees have a responsibility for ensuring the security of information and to comply with the Data Protection Acts, Access to Health Records and Computer Misuse Act. Disclosure of personal, medical, commercial information, systems passwords or other confidential information to any unauthorised person or persons will be considered as gross misconduct and may lead to disciplinary action which may include dismissal.

Equal Opportunities

All employees of East London NHS Foundation Trust are expected to be aware of, and adhere to, the provision of the Trust's Equal Opportunities Policy, and to carry out their associated duties and responsibilities under this policy. As users of the disability symbol, the Trust guarantees to interview all disabled applicants who meet the minimum essential criteria for a vacant post.

Grievances, Disputes, Disciplinary and Other Industrial Relations Procedures

East London NHS Foundation Trust has grievance, disputes, disciplinary and other industrial relations procedures. Employees are required to make themselves aware of these procedures, copies of which are available on the Trustnet, from your manager and the Human Resource Directorate.

Personal Development

The postholder is expected to co-operate in activities which line management believes will contribute to personal and/or to team growth. This includes attending supervisory sessions and training modules, both at their work base and other selected venues of instruction.

Conflict of Interest

Employees are expected to declare any private 'interest or practice', which might conflict with their NHS employment, and be perceived to result in actual or potential financial or personal gain.

Working Time Regulations

The Working Time Regulations 1998 require that you should not work more than an average of 48 hours each week i.e. no more than 816 hours in a 17-week period. To work more than 48 hours you must have management authorisation and you will be required to sign an opt out agreement.

The Trust policy has a limit of 60 hours per week and all staff must ensure a 24 hour rest period is taken in every 7 days.

Conditions of Employment

The Trust will screen all staff who will be working with children and police checks will be carried out on all staff appointed to posts which have access to children.

This will also apply if role develops to include access to children.

Terms and Conditions

The terms and conditions of service associated with this position are those agreed by the Trust.

Hours of work: 37.5 hours per week
Annual leave: As per Agenda for Change Terms and Conditions

0-5 years NHS Service	27 days per annum
5-10 years NHS Service	29 days per annum
10 years + NHS Service	33 days per annum

Date & reference:

James Innes
Deputy Chief Pharmacist
June 2013

East London Foundation NHS Trust

PERSON SPECIFICATION FOR SPECIALIST PHARMACIST

FACTORS		ESSENTIAL	*	DESIRABLE	
EDUCATION AND QUALIFICATIONS	Vocational Masters Degree in Pharmacy (4 years or equivalent) + One year pre-registration training Member of the General Pharmaceutical Council		A	Working towards higher Degree/Diploma in Clinical Pharmacy	A
			A	Experience in clinical pharmacy in a mental health setting	A
			A	Experience in clinical pharmacy of working with older people	A
PREVIOUS EXPERIENCE	Demonstrate the ability to appropriately recommend, substantiate and communicate medicine related information to mental health patients, carers and clinical staff Previous evaluated experience of mentorship and training skills To have undertaken clinical audit Training and education		A	Previous experience in providing clinical mental health services.	A/I
			A/I	Staff management experience	A/I
			A/I	Monitoring and advising on drug expenditure	A/I
			A/I		
SKILLS, KNOWLEDGE, ABILITIES	Clinical and critical appraisal skills The ability to identify and prioritise clinical work load Communicates with medical, nursing and pharmacy staff in clear precise and appropriate manner. To have an awareness of national and local priorities The ability to identify and manage risks Ability to evaluate own work Enhances the quality of patient care Demonstrates awareness of the clinical governance agenda		A/I	Able to influence junior medical staff	I
			I	Understanding of local trust priorities	I
			I	Evidence of writing procedures, guidelines or protocols.	A/I
			I		
			I		
			I		
			I		
			I		

	Teaching and presentation skills	A/I	
ATTITUDES, APTITUDES PERSONAL CHARACTERISTICS	Interest and passion for working in Mental Health Demonstrates ability to meets set targets Demonstrate ability to organise self in order to ensure efficient use of time. Meets expected levels of practice as defined by others Self motivated The ability and willingness to deputise for senior staff while recognising limitations of experience and ability Takes responsibilities for own actions	A/I I A/I I I I	
OTHER	Sickness (or attendance) record that is acceptable to the Trust: to be checked at interview. Declared medically fit by the Occupational Health Department to perform the duties of the post	A	

***Key: Measured by A= Application Form, I=Interview, T=Test**

JOB DESCRIPTION

JOB TITLE: Clinical Pharmacist

BAND: 7 (incl EDC)

HOURS: 37.5

LOCATION: **Home Treatment Team (HTT) and Pharmacy department:**
 City and Hackney Centre for Mental Health

REPORTING TO: Team manager, Home Treatment Team and
 Lead Pharmacist, City and Hackney

ACCOUNTABLE TO: Director of Service, City and Hackney
 Chief Pharmacist, East London Foundation NHS Trust

Key Relationships: **Home Treatment Team** – Operational Lead, Consultants, SpR and Core Trainee, Clinical Staff (OTs, Nurses, Social Workers, Support Workers)
 ELFT Pharmacy Staff – Pharmacists, Pharmacy technicians, Student technicians, Assistant technicians across the sites (City and Hackney, Tower Hamlets, Newham)
 Health professionals within the Multi-disciplinary Team (e.g. doctors, nurses, occupational therapist, psychologist, social worker)
 All inpatient based staff
 All community based staff
 Carers
 Service Users
 Mind Advocates
 Outpatient Clinic staff

Job Summary:

- To be responsible for medicines optimisation within Home Treatment Team.
- To undertake medicines reconciliation on admission and discharge (screening of discharge alerts).
- To contribute to the development, implementation and training in the use of Patient Group Directions in the HTT.
- To evaluate the pharmacy service provided to HTT.
- To provide discharge counselling and motivational interviewing to help with medicines adherence.
- To provide medicines information to patients and carers in their home.
- To deliver a comprehensive medicines management service to East London Foundation NHS Trust (ELFT) patients and the multidisciplinary treatment team responsible for their care.
- To deliver a comprehensive medicines management service to City and Hackney and Forensic Centres for Mental Health.
- To provide input into policy and procedures affecting the use of pharmaceuticals at both local and trust wide levels under the direction of the Lead/Advanced Pharmacist.
- To liaise with other pharmacy staff to support an effective dispensing and supply service.

- To undertake education and training to become a competent and effective mental health pharmacist.

Main Responsibilities:

Overview of Main Responsibilities:

Clinical Practice

Home Treatment Team

- Review all new cases' medicines to identify how current treatment could be optimised, or could have contributed to the crisis.
- Review all facilitated discharges medicines to ensure discharge plans are followed up, e.g. completion of cross-titrations, review of benzodiazepine doses, optimisation of new medicines.
- Attendance at daily morning MDT handovers and twice weekly clinical meetings to advise on treatment options for patients.
- Completion of medicines reviews/drug histories.
- Home visits with members of the nursing team to complete the following activities:
 - One to one counselling about treatment options/new medicines.
 - Assessment of adherence, e.g. whether an MCA would be helpful, or other adherence aid.
 - Review of medicines supplies at home.
- Clinical check of drug charts more frequently to ensure legality, minimise ambiguity and clarify administration instructions. Checks of drug charts at every morning handover to ensure completion and accuracy. To assist the team in appropriate administration recording.
- Support HTT staff to work more effectively through supporting safe and secure handling of medicines. They would audit and review processes involving medicines, provide tailored staff training, and support managers with their medicines budgets.
- Ensure the appropriate management of medication within the HTT treatment room (stock management, temperature monitoring, reducing waste and safe disposal of returns, etc.)
- To conduct all necessary medicines safety and controlled drugs audits for the team.
- To contribute to the development, implementation and training in the use of Patient Group Directions in the HTT.
- To evaluate the pharmacy service provided to HTT and create a reporting mechanism to senior managers.

In-patient wards

- Ensure safe and appropriate use of medicines in order to maximise benefit and minimise risk to patients. This includes regular review of prescriptions, identification of significant drug interactions, advice for clinical monitoring, compliance with legal aspects (Medicines Act, Mental Health Act) of medicine supply and compliance with the Trust formulary.
- Be responsible for providing clinical pharmacy input to in-patient wards.
- Be responsible for providing a clinical pharmacy service to groups of patients:
 - Review prescriptions for accuracy and legality and identify actual or potential problems.
 - Ensure the effective supply of medicines suitable for use and appropriately labelled for discharge if applicable.
 - Ensure the effective outcomes of treatment with medicines
 - 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

- Support the planning of patient discharge with respect to medication, including the transcription of requests for dispensing.
- Demonstrate professional accountability to patients.
- Actively promote self-medication on the rehabilitation and long stay wards.
- Provide advice to clinicians on unlicensed medicines use and areas of practice where the evidence base is lacking.
- To work to all medicines policies and procedures as set out on the Trust intranet
- To undertake controlled drug audits and act to resolve issues at ward level
- Work across traditional boundaries as part of a fully integrated multidisciplinary team.
- Manage and make appropriate referrals to other members of the multidisciplinary team and within the pharmacy department.
- Reduce risk associated with medicines use by contributing to the safe medication practice agenda. This will include identification and reporting of medicines related errors.
- Develop and demonstrate clinical knowledge in appropriate areas.
- Advice provided is accurate, evaluated, impartial and up-to-date to ensure the safe, clinically effective and cost efficient use of medicines in patients.
- Assess medicine regimes both during enquiry answering and/or routine team / ward visits providing advice to other clinical teams members
- The post holder will continually update their skills and knowledge as part of continuing professional development.
- Be familiar with the use of breakaway techniques.

Management of Resources:

- To provide day to day management of subordinate junior pharmacy and pharmacy support staff.
- To be responsible for planning and organising own workload for their clinical areas in accordance with the requirements of the job.
- To be responsible for managing medicines storage and security (prescription only medicines and medicines specified in the Misuse of Drugs Act).
- To be responsible for medicines supply (e.g. stock lists) ensuring appropriate quantities are stored in accordance with the changing clinical needs of each clinical environment to minimise waste and reduce risk.

Communication:

- Identify and respond to the specialist pharmaceutical information needs of patients, carers, doctors, nurses, and other members of the healthcare team. Information will be required to be presented on an individual case basis or as part of structured medication education groups.
- Ensure information is provided in a timely manner, to the appropriate individual (in accordance with the degree of urgency of the request or issue identified).
- Able to keep accurate and complete records of relevant activities and communications – in particular when about a service user in the service users notes
- Be able to present information in a suitable format (e.g. written and/or verbal) and style for the target audience. Recognises and reflects on barriers to communication and works to overcome these. Barriers to effective communication may include learning disability, mental impairment, non-consenting/noncompliant patients, and patients detained under the mental health act who may be violent/aggressive. Encourages participation from all involved.
- Assist the Lead/Advanced Pharmacist in communicating relevant ELFT Trust decisions and policy relating to medicines to local clinical areas.

Training:

- To assist the Lead/Advanced Pharmacist in the preparation and delivery of training for clinical staff (e.g. nurses, junior doctors) working within the Trust.
- To provide education and training to other healthcare staff on mental health related issues.
- To be responsible for own continuing professional development CPD, (and portfolio) in order to continue to update clinical knowledge and skills.
- To participate and contribute to the ELFT Pharmacy Continuing Professional Development/Continuing Education Programme.

Policy and/or Service Development:

- Contribute to the writing of Trust wide medicines-related clinical guidelines as delegated by the Lead/Advanced Pharmacist.
- Support local implementation of Trust Medicines Management Policies within own clinical area.
- Support the implementation of policies and procedures to support the delivery of appropriate medicines supply service.
- Provide information and advice on medicines management aspects of clinical governance in line with the Medicines Committee.
- Be responsible for ensuring medicines are handled safely and securely within designated clinical areas.
- Assist in the delivery of the modernisation agenda for pharmacy services under the direction of the Lead/Advanced Pharmacist.
- Identify and undertake project work in order to make improvements within own clinical area.

Management of Resources:

- To be responsible for planning and organising own workload for their clinical areas in accordance with the requirements of the job.
- To be responsible for managing medicines storage and security (prescription only medicines and medicines specified in the Misuse of Drugs Act).
- To be responsible for medicines supply (e.g. stock lists) ensuring appropriate quantities are stored in accordance with the changing clinical needs of each clinical environment to minimise waste and reduce risk.

Research and Development and quality improvement:

- *To participate in the ELFT Trust wide Medicines Audit programme. This includes supporting collection of data.*
- To identify and undertake medicines audit at the local directorates and re-audit where appropriate.
- Promote and facilitate pharmacy practice related research within pharmacy services.
- To participate in clinical trials within designated clinical areas as required.

Rider Clause

This is an outline of the postholder's duties and responsibilities. It is not intended as an exhaustive list and may change from time to time in order to meet the changing needs of the Trust and Department.

Supplementary Information:

In the course of their duties the post-holder may be:

- Frequently exposed to distressed patients due to the nature of their illness i.e. suicide, deliberate self-harm, overdoses, abuse and the undesirable adverse effects of specific complex drug treatments e.g. sexual side effects, weight gain and lack of insight for the need of treatment.
- Occasionally exposed to unpleasant smells and body fluids on the wards
- Occasionally exposed to verbal aggression from patients on wards and from outpatients and potential risk of physical aggression from patients.

The work pattern may be frequently unpredictable due to constant changes and demands and interruption from healthcare professionals or patients.

Physical effort includes regular travel to offsite locations.

Pharmacy services will be provided to the inpatient services, outpatient services, Rehabilitation Units, Community Mental Health Teams (CMHT), Assertive Outreach Services (AOS) and Crisis Resolution Teams (CRTs), Home Treatment Teams (HTTs), Clozapine Clinics, depot clinics and the Emergency Clinic.

The postholder will be based at City and Hackney Centre for Mental Health but may also be required to travel off-site to provide pharmacy services at other locations.

Emergency Duty Cover, bank holiday rotas and Saturdays/Sundays as per current departmental practice.

Notice Period: 3 months

Statement on Employment Policies

In addition to the requirement of all employees to co-operate in the implementation of Employment related policies, your attention is drawn to the following individual employee responsibilities:-

- Job Flexibility** The postholder will be required to work flexibly, providing assistance as and when necessary, which may involve them in a developing role.
- Working Relationships** The working relationship between all members of staff should be mutually supportive, with staff deputising and covering for each other when appropriate.
- Health and Safety** Under the Health & Safety at Work Act 1974 it is the responsibility of individual employees at every level to take care of their own health and safety at work and that of others who may be affected by their acts at work, and to co-operate with management in complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards.
- Equal Opportunities** ELFT is committed to equality of opportunity for all employees, job applicants and service users. We are committed to ensuring that no one will be discriminated against on the grounds of race, colour, creed, ethnic or national origin, disability, religion, age, sex, sexual orientation or marital status. The Trust commits itself to promote equal opportunities and value diversity and will keep under review its policies, procedures and practices to ensure that all employees, users and providers of its services are treated according to their needs.
- For management posts, to ensure that within their service area fair employment practice and equality of opportunity are delivered.
- Dealing With Harassment/
Bullying In The Workplace** The Trust believes employees have the right to be treated with respect and to work in a harmonious and supportive working environment free from any form of harassment and / or bullying.
- The Trust has taken positive steps to ensure that bullying and harassment does not occur in the workplace and that procedures exist to resolve complaints as well as to provide support to staff. It is your responsibility as an employee to abide by and support these steps so all employees can work in a harmonious, friendly and supportive working environment free of any harassment or intimidation based on individual differences.
- Disciplinary action will be taken against any member of staff found to be transgressing the Harassment and Bullying Policy.
- No Smoking** To refrain from smoking in any of the organisations premises not designated as a smoking area.
- Alcohol** To recognise that even small amounts of alcohol can impair work performance and affect ones ability to deal with patients and the public in a proper and acceptable manner. Consumption of alcohol during work hours

in not permitted.

Confidentiality

As an employee of the Trust the post-holder may have access to confidential information. The postholder must safeguard at all times, the confidentiality of information relating to patients/clients and staff and under no circumstances should they disclose this information to an unauthorised person within or outside the Trust. The post-holder must ensure compliance with the requirements of the Data Protection Act 1998, Caldicott requirements and the Trust's Information and IM&T Security Policy.

To safeguard at all times, the confidentiality of information relating to patients/clients and staff.

Data Protection Act

To maintain the confidentiality of all electronically stored personal data in line with the provision of the Data Protection Act.

Data Protection – Your Data

As part of your employment with East London Foundation Trust, we will need to maintain personal information relating to your work on your personal file. You have a right to request access to your personal file via the Human Resources Department.

To carry out as per Data Protection Act responsibilities with regard to the access and Health Records Act 1990.

Safeguarding Children

To carry out responsibilities in such a way as to minimise risk of harm to children or young people and promote their welfare in accordance with the Children Act 2004 and Working Together to Safeguard Children, HM Government 2006.

Safeguarding Adults

All employees must carry out their responsibilities in such a way as to minimise risk of harm to children, young people and adults and to safeguard and promote their welfare in accordance with current legislation, statutory guidance and Trust policies and procedures. Employees should undertake safeguarding training and receive safeguarding supervision appropriate to their role.

Service User and Carer Involvement

ELFT is committed to developing effective user and carer involvement at all stages in the delivery of care. All employees are required to make positive efforts to support and promote successful user and carer participation as part of their day to day work.

Personal Development

Each employee's development will be assessed using the Trust's Personal Development Review (PDR) process. You will have the opportunity to discuss your development needs with your Manager on an annual basis, with regular reviews.

Clinical Governance

As an employee of the trust you are expected to support the Trust's clinical governance framework for monitoring and improving standards of care. You must do this by:-

- taking part in activities for improving quality
- identifying and managing risks
- maintaining your continuous professional development

Professional Standards	To maintain standards as set by professional regulatory bodies as appropriate.
Conflict of Interests	You are not precluded from accepting employment outside your position with the Trust. However such other employment must not in any way hinder or conflict with the interests of your work for the Trust and must be with the knowledge of your line manager.
Risk Management	Risk Management involves the culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects. Every employee must co-operate with the Trust to enable all statutory duties to be applied and work to standards set out in the Risk Management Strategy.
Personal and Professional Development/Investors in People	The Trust is accredited as an Investor in People employer and is consequently committed to developing its staff. You will have access to appropriate development opportunities from the Trust's training programme as identified within your knowledge and skills appraisal/personal development plan.

Infection Control

Infection Control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of all Healthcare Associated Infections including MRSA. In particular, all staff have the following key responsibilities: Staff must observe stringent hand hygiene. Alcohol rub should be used on entry to and exit from all clinical areas. Hands should be washed before and after following all patient contact. Alcohol hand rub before and after patient contact may be used instead of hand washing in some clinical situations.

Staff members have a duty to attend infection control training provided for them by the Trust as set in the infection control policy.

Staff members who develop an infection that may be transmissible to patients have a duty to contact Occupational Health.

PERSON SPECIFICATION

Job Title: Specialist pharmacist

Locality: Bedfordshire directorate

Factors	Essential	Desirable	How Tested
Educational/ Qualification	<ul style="list-style-type: none"> • Vocational Masters Degree in Pharmacy (4 years or equivalent) • + One year pre-registration training • + One year post registration training relevant to hospital pharmacy • Member of the General Pharmaceutical Council and/or Royal Pharmaceutical Society • Psychiatry qualification (or willing to work towards this) 	<ul style="list-style-type: none"> • Working towards higher Degree/Diploma in Clinical Pharmacy • Experience in clinical pharmacy in a mental health setting • Experience in clinical pharmacy of working with older people 	A
Experience	<ul style="list-style-type: none"> • Demonstrate the ability to appropriately recommend, substantiate and communicate medicine related information to mental health patients, carers and clinical staff • Previous evaluated experience of mentorship and training skills • To have undertaken clinical audit • Training and education 	<ul style="list-style-type: none"> • Previous experience in providing clinical mental health services. • Staff management experience • Monitoring and advising on drug expenditure 	A/I
Knowledge/ Skills	<ul style="list-style-type: none"> • Clinical and critical appraisal skills • The ability to identify and prioritise clinical work load • Communicates with medical, nursing and pharmacy staff in clear precise and appropriate manner. • To have an awareness of national and local priorities • The ability to identify and manage risks • Ability to evaluate own work • Enhances the quality of patient care • Demonstrates awareness of the clinical governance agenda • Teaching and presentation skills • Demonstrates ability to meets set targets • Demonstrate ability to organise self 	<ul style="list-style-type: none"> • Able to influence junior medical staff • Understanding of local trust priorities • Evidence of writing procedures, guidelines or protocols. 	A/I/P

	<p>in order to ensure efficient use of time.</p> <ul style="list-style-type: none"> • Meets expected levels of practice as defined by others • Self motivated • The ability and willingness to deputise for senior staff while recognising limitations of experience and ability • Takes responsibilities for own actions 		
Other	<ul style="list-style-type: none"> • Works calmly under pressure. • Understands and shows commitment to continuing personal development. • Be able to achieve objectives. • Able to use initiative and show appropriate level of self reliance. • Friendly personality; helpful to other staff and patients. • Adaptable • Own car and full driver's license. • Demonstrates ability to meets set targets • Demonstrate ability to organise self in order to ensure efficient use of time. • Self motivated • The ability and willingness to deputise for senior staff while recognising limitations of experience and ability • Takes responsibilities for own actions • Sickness (or attendance) record that is acceptable to the Trust: to be checked at interview. Declared medically fit by the Occupational Health Department to perform the duties of the post 		A/I

A = application form
I = Interview
P = Presentation