

JOB DESCRIPTION

JOB TITLE:	Lead Community Health Services Pharmacist for Tower Hamlets
BAND:	8A
HOURS:	37.5
LOCATION:	Based at Tower Hamlets, Mile End Hospital
REPORTING TO:	Lead Pharmacist Tower Hamlets
ACCOUNTABLE TO:	Chief Pharmacist, East London NHS Foundation trust

Job Summary: The post holder will be expected to work with the **Lead Pharmacist** to develop clinical pharmacy services within the Community Health services across Tower Hamlets. They will be responsible for implementing and monitoring the Trust's clinical pharmacy standards as well as ensuring the clinical service is of high quality and patient-focused. They will identify gaps and problem areas in the service and will use quality improvement methodology to make positive changes. The post holder is expected to provide professional expertise, advice, support and training on policies and practice to health professionals in the community. To lead on medication audits and clinical safety audits for medicines management.

Key Responsibilities:

- To deliver a comprehensive medicines optimisation service to community health teams across Tower Hamlets, and when necessary to provide this service to other wards across ELFT. This is to be in line with the ELFT clinical pharmacy standards.
- To provide and develop pharmacy services to Tower Hamlets.
- 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 Pharmacist
- To work with the Lead Pharmacist to devise, undertake and evaluate audits to in order to improve services alongside Trust and local Tower Hamlets priorities.
- To work towards quality improvement initiatives in line with the trusts QI vision and with direction from the Lead Pharmacist/ Tower Hamlets CHS Clinical Director
- To deputise for the Lead Pharmacist in their absence.
- To partake in the optional pharmacy on-call service (Emergency Duty Cover, bank holiday rotas) and a Saturday service in the Trust's main dispensary in Mile End.
- To support on the provision of high quality prescribing information, professional advice and support to all relevant committees including SPM, QAG and LEQS
- To support the non-medical practitioner (NMP) prescribing in conjunction with the Lead pharmacist for Tower Hamlets and Nursing Directorate and to support safe, rational, cost effective prescribing in this area.
- To be responsible for the provision of specialist pharmaceutical advice and support to community health services teams
- To be responsible for drafting and reviewing medicines policies/guidelines/protocols in line with policy timetable and facilitate audit of policies/guidelines/protocols
- To support the introduction of relevant medicines-related NHS guidance including DH, NICE, NHS England and Drug Alerts, across ELFT
- To develop and support training programs which address ELFT CHS practitioners and staff relating to medicines and prescribing
- To work with the NMP lead on supporting the NMP CPD study days, review prescribing patterns using ePACT and produce reports for relevant NMP groups.

- To support in conjunction with acute trusts, non-NHS partners, community rehabilitation teams and community services, an integrated approach to medicines management and technical services with a view to ensuring continuity of pharmaceutical care for patients in different healthcare settings
- To liaise with the Tower Hamlets CCG to ensure consistency across local prescribing strategies
- To support the Lead pharmacist/Lead Nurse on advising on incidents, investigations and complaints relating to Medicines Management working with relevant clinical governance groups and appropriate external agencies.
- To provide pharmacy advice, support and co-ordination in the event of a major incident or outbreak
- To attend and contribute to regular team meetings including SPM, LEQS, QAG, DMT.
- To clinically supervise and caseload review the work of the pharmacy technicians within the EPCT services.

Clinical Practice

- 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 at ward level.
- To undertake medicines reconciliation and to support Medicines Management technicians in medicines reconciliation.
- Be responsible for providing a clinical pharmacy service to groups of patients.
- Review prescriptions or MAR Charts for accuracy and legality and identify actual or potential problems.
- Ensure the effective supply of medicines suitable for use as an inpatient and appropriately labelled for discharge if applicable.
- Ensure the effective outcomes of treatment with medicines.
- Education for nurses in the monitoring of patients for potential and actual adverse effects of their medicines.
- Take steps to ensure patients and nurses understand the purpose of the medicines and deal with any practical issues that may prevent the optimal use of their medicines.
- Support transfer of care and medicines adherence, to include patient counselling.
- 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.
- 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.
- 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.
- Act as a clinical role model and demonstrate the ability to provide safe, clinically effective and cost efficient use of medicines for junior pharmacists.
- Provides an enquiry answering service, giving advice of a truly specialist nature, to health care professionals or patients who have been so far 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.
- 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 ward visits providing highly specific advice to other clinical teams members on the management of often complex medicine related issues, such as complex drug interactions, medicine use in pregnancy, unlicensed use of medicines etc.
- To provide dispensary cover.
- The post holder will continually update their skills and knowledge as part of Continuing Professional Development.
- Be familiar with the use of breakaway techniques.
- To monitor and audit the use of controlled drugs by wards within the Tower Hamlets directorate
- Provide a monthly medicine management update newsletter for Community health staff including datix feedback and advice in collaboration with the trust Medicines Safety Officer
- Support the process of home care agencies providing medication administration for Tower Hamlets residents leading on from District Nurse Discharges

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).
- Be able to present information in a suitable format (e.g. written and/or verbal) and style for the target audience. 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.
- Communicate relevant ELFT Trust decisions and policy relating to medicines to local clinical areas.

Training:

- To contribute to the training of pharmacy staff.
- To provide education and training to CHS staff
- 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.
- To contribute to medicines management training agenda for CHS

Policy and/or Service Development:

- To review and propose changes to Trust medicines- related policies and decisions.
- To contribute to the writing of Trust wide medicines-related clinical guidelines as delegated by the Lead Pharmacist
- To support local implementation of Trust Medicines Policies within your own clinical area.
- To support the implementation of policies and procedures to support the delivery of appropriate medicines supply service.
- To provide information and advice on medicines management aspects of clinical governance in line with the Medicines Committee.
- To be responsible for ensuring medicines are handled safely and securely within designated clinical areas.
- To assist in the delivery of the modernisation agenda for pharmacy services under the direction of the Lead Pharmacist.
- To identify and undertake project work in order to make improvements within your own clinical area.

Management of Resources:

- To provide day to day management of junior pharmacy staff (Pharmacists and technicians as required)
- To be responsible for planning and organising own workload for your 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 support the management of FP10 ordering, storage and audit process alongside the lead nurse
- 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 and develop quality improvement initiatives.
- To participate in the ELFT Trust wide Medicines Audit programme. This includes supporting collection of data.

- To devise, identify and undertake medicines audit at the local directorates and re-audit where appropriate.
- To participate in achieving KPIs and CQUIN targets.
- 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.

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:-

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	<p>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.</p> <p>To carry out as per Data Protection Act responsibilities with regard to the access and Health Records Act 1990.</p>
Safeguarding Children	<p>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.</p>
Safeguarding Adults	<p>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.</p>
Service User and Carer Involvement	<p>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.</p>
Personal Development	<p>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.</p>
Clinical Governance	<p>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:-</p> <ul style="list-style-type: none"> • taking part in activities for improving quality • identifying and managing risks • maintaining your continuous professional development
Professional Standards	<p>To maintain standards as set by professional regulatory bodies as appropriate.</p>
Conflict of Interests	<p>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.</p>
Risk Management	<p>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.</p>
Personal and Professional Development/Investors in People	<p>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.</p>

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: Tower Hamlet's 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 • + Three years post registration training relevant to hospital pharmacy • Member of the General Pharmaceutical Council and/or Royal Pharmaceutical Society • Diploma in Clinical Pharmacy or equivalent experience 	<ul style="list-style-type: none"> • Management qualification • Independent Prescriber 	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 • Experience in clinical pharmacy in a hospital setting • Experience in clinical pharmacy of working with older people • Staff management experience • Monitoring and advising on drug expenditure 	<ul style="list-style-type: none"> • Experience of Community Health Pharmacy Services • Experience in Financial Reporting 	A/I
Knowledge/ Skills	<ul style="list-style-type: none"> • Clinical and critical appraisal skills • Evidence of writing procedures, guidelines or protocols. • Able to influence junior medical staff • Understanding of local trust priorities • 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 	<ul style="list-style-type: none"> • — 	A/I/P

	<ul style="list-style-type: none"> • 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 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 		
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