

JOB DESCRIPTION

JOB TITLE:	Community Health Services Lead Pharmacist
BAND:	8b
DEPARTMENT:	Pharmacy
DIRECTORATE:	Luton and Bedfordshire
REPORTING TO:	Deputy Chief Pharmacist, Luton and Bedfordshire
ACCOUNTABLE TO:	Chief Pharmacist

JOB SUMMARY

The post holder will be expected to work with the Deputy Chief Pharmacist to develop clinical pharmacy services within the Community Health services across Bedfordshire. 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.

KEY RELATIONSHIPS

Internal

Chief Pharmacist
 Deputy Chief Pharmacist
 Medicines Management and Pharmacy Team
 Community Health Services Lead Pharmacists in other parts of ELFT
 Non-Medical Prescribing Lead
 Clinical and Service Leads

External

Independent contractors e.g. GP practices, community pharmacists,
 Service users
 Third sector partners
 Patients and Patient groups
 Bedfordshire and Luton Partnership NHS Trust
 Luton & Dunstable Foundation Trust Hospital
 NHS Bedfordshire CCG
 Local Pharmaceutical Committee (LPC)
 Bedfordshire Council Social Services

MAIN DUTIES AND RESPONSIBILITIES

Patient Care	<ul style="list-style-type: none"> • Give specialised pharmaceutical advice to Bedfordshire Community Health Service's employees regarding the safe and evidence based use of medicines to support the provision of care to patients. • Provide pharmaceutical care to patients, including medication reviews, as required within services. • Work with the Chief Pharmacist and non-medical prescribing lead management to ensure that Bedfordshire Community Health Service is able to demonstrate compliance with CQC Fundamental Standards relating to prescribing and medicines management across its services. • Contribute to the development and delivery of patient education programmes as part of the service Bedfordshire Community Health Services provides to people with long term conditions.
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	<ul style="list-style-type: none"> • Ensure all aspects of Controls Assurance relating to medicines management are met e.g. medicines procurement, handling, storage and destruction, through the development and promotion of medicines policies and the provision of advice and training to medical, nursing and other staff. • Support service managers and clinical leads in the review of medicines management related complaints, incidents and near misses, including risk assessment, root cause analysis and implementation of related action plans.
Clinical	<ul style="list-style-type: none"> • Support the identification of Bedfordshire Community Health Services pharmaceutical and medicines management needs, through the analysis and interpretation of data submitted by primary care providers, public health, directorate colleagues and other information resources, and the comparison of a range of options for delivery of effective pharmaceutical provision. • Provide support to service managers, clinical lead and non-medical prescribing lead in the identification of the requirements of the prescribing/drug components of the service budget, through the analysis of current prescribing patterns, public health data, service activity and local interpretation of national horizon scanning information. • Work with the non-medical prescribing lead to monitor, analyse and report on information from ePACT data associated with medical and non-medical prescribing, ensuring that prescribing is evidence based, cost effective and is in accordance with NHS Bedfordshire and Bedfordshire Community Health Services formularies, and local guidance. • Provide pharmaceutical advice to the clinical leads in relation to the managed entry of new drugs, ensuring clinicians have sufficient evidence to take informed decisions with regard to cost-effectiveness. This will involve the assessment of drugs for specialist conditions where there is limited clinical information available.
Administration and Management	<ul style="list-style-type: none"> • Coordinate the work programme for defined medicines management related innovation and service redesign projects within services or in collaboration with other partner organisation ensuring that Bedfordshire Community Services priorities and key performance indicators are met within agreed timescales. • Lead other innovation, service redesign and business related projects as identified in the team work plan.
Performance and Quality	<ul style="list-style-type: none"> • Responsible for the interpretation of national, regional or local medicines management guidance or regulations, and the development and maintenance of medicines management related policies and procedures for local implementation. • Lead on the monitoring of performance standards to ensure statutory, financial and quality aspects of medicines management are being delivered as part of any service level agreements with Bedfordshire Community Health Services. • Responsible for the implementation of medicines management related safety alerts, received by Bedfordshire Community Health Services. This includes the establishment of working groups to implement any actions plans developed in response to alerts. • Work closely with the Trust Accountable Officer to lead on the implementation of the governance arrangements for controlled drugs, and represent Bedfordshire Community Health Services on the Local Intelligence Network if required. • Participate in the Medicines Management Committee for Community Health Services. Contribute as a regular member of Quality Assurance Group to ensure that medicines optimisation and

	<p>pharmaceutical issues are taken forward across Bedfordshire Community Health Services, including the discussion of clinical audit results and quarterly medicines incident reports.</p> <ul style="list-style-type: none"> • Ensure the Key Performance Indicators set by the Clinical Commissioning Groups are met and provide a quarterly report evidencing this to the commission group. • Lead on identification, development and implementation of the related medicines management audit protocols and data collection tools and contribute to the Bedfordshire Community Health Services annual audit plan.
<p>Financial and Physical Resources</p>	<ul style="list-style-type: none"> • Support service managers and clinical leads with the management of prescribing expenditure and drug costs. • Review and monitor ePACT data and prescribing budgets, including those for non-medical prescribers • Lead on the production of service prescribing reports that promote high quality, cost-effective prescribing which address prescribing objectives and will lead on discussing these with service managers and clinical leads, ensuring agreement for the implementation of recommended prescribing changes. • Work with the Chief Pharmacist to performance manage pharmaceutical services provided within or to Bedfordshire Community Health Services.
<p>Leadership and Human Resources</p>	<ul style="list-style-type: none"> • Provide line management and clinical supervision to pharmacy staff, pharmacists and pharmacy technicians, within Bedfordshire Community Health Service. • Provide leadership on Service Development for Community Health Services in Bedfordshire and across ELFT • Be a mentor for CHS pharmacists in Bedfordshire and across ELFT • Identify, develop and provide training relating to policies, medicines and prescribing to staff and patient/service users • Provide mandatory medicines management training to all clinical staff involved in the handling of medicines, and as required provide training on specific subjects such as IV medicines and Syringe Drivers • Liaise with other health professionals to enable the development and delivery of competency tools and training packages for the implementation of new and ongoing roles within community care, including new prescriber roles and use of Patient Group Directions.
<p>Communication and Relationships</p>	<ul style="list-style-type: none"> • Support the provision and presentation of written and verbal reports regarding service, clinical and financial information to all levels of Bedfordshire Community Health Services • Develop and maintain communication with all levels of staff, from a variety of organisations and agencies on complex medicines management related matters and evidence based practice issues. This will include situations in which there may be resistance to change. • Motivate, persuade and negotiate with key stakeholders to implement clinical and cost effective changes in relation to prescribing and medicines management, being aware that opinions may be challenged by clinicians. • Ensure performance monitoring of the pharmaceutical services provided to Bedfordshire Community Health Services to promote safe and effective use of medicines and ensure compliance with relevant legislation. • Provide expert clinical, therapeutic, legislative and best practice advice to Bedfordshire Community Health Services employees, service users and the public as necessary, in order to promote safe

	<p>and effective use of medicines, including clinical advice in areas where information is lacking and medical or other opinion differs.</p> <ul style="list-style-type: none"> • Work collaboratively with all local partners which include health and social care agencies, Bedfordshire Hospital Trust, Luton and Dunstable NHS Foundation Trust, third sector and independent organisations to ensure a unified and coordinated approach around the development of seamless pharmaceutical care for patients.
Quality Improvement, Research and Development	<ul style="list-style-type: none"> • Lead on identification, development and implementation of relevant Quality Improvement initiatives in line with ELFT Trust strategy • To participate in QI programmes in relation to medicines optimisation. This includes working in a multi-disciplinary forum and assisting with identification of QI topics, supporting collection of data and analysis of data. • To assist the Deputy Chief Pharmacist in identifying, planning and organising the teams QI activities. • Promote and facilitate pharmacy practice related research within Community Health Pharmacy Services. • To participate and lead audits, drug evaluations, drug usage reviews and research in drugs used in community health. To report and present the results to appropriate forums. • To participate in the ELFT Trust wide Medicines Optimisation programme. This includes assisting with identification of relevant topics, supporting collection of data and analysis of data. • To provide key performance indicator (KPI) data as required by Trust audit department. • To identify, plan and organise own QI, research and audit activities. • Promote and facilitate pharmacy practice related research within Community Health services.
IT	<ul style="list-style-type: none"> • Contribute to the development and maintenance of systems to enable the retrieval of historical prescribing and service performance/activity information.
Other	<ul style="list-style-type: none"> • To provide cover for other pharmacists when required. • To take part in ELFT Pharmacy Saturday and bank holiday rotas • To take part in optional on call rota

JOB DESCRIPTION AGREEMENT

This job description is intended as a guide to the main duties of the post and is not intended to be a prescriptive document. Duties and base of work may change to meet the needs of the service or because of the introduction of new technology. This job description may be reviewed from time to time and changed, after consultation with the postholder.

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,

	<p>users and providers of its services are treated according to their needs.</p> <p>For management posts, to ensure that within their service area fair employment practice and equality of opportunity are delivered.</p>
Dealing With Harassment/ Bullying In The Workplace	<p>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.</p> <p>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.</p> <p>Disciplinary action will be taken against any member of staff found to be transgressing the Harassment and Bullying Policy.</p>
No Smoking	<p>To refrain from smoking in any of the organisations premises not designated as a smoking area. 'East London Foundation Trust is a Smokefree Trust – this means that staff must be smokefree when on duty or otherwise in uniform, wearing a badge or identifiable as ELFT staff or undertaking trust business.'</p>
Alcohol	<p>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.</p>
Confidentiality	<p>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.</p> <p>To safeguard at all times, the confidentiality of information relating to patients/clients and staff.</p>
Data Protection Act Data Protection – Your Data	<p>To maintain the confidentiality of all electronically stored personal data in line with the provision of the Data Protection Act.</p> <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	<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</p>

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

PERSON SPECIFICATION

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BAND:	8b
DEPARTMENT:	Pharmacy
DIRECTORATE:	Luton and Bedfordshire
REPORTING TO:	Deputy Chief Pharmacist, Luton and Bedfordshire
ACCOUNTABLE TO:	Chief Pharmacist

ATTRIBUTES	CRITERIA	ESSENTIAL/ DESIRABLE	SELECTON METHOD (S/I/T)
Education/ Qualification/ Training	• Vocational Masters Degree in Pharmacy (4 years or equivalent)	E	S
	• + One year pre-registration training	E	S
	• + Three years post registration training relevant to hospital pharmacy	E	S
	• Member of the General Pharmaceutical Council and/or Royal Pharmaceutical Society	E	S
	• Diploma in Clinical Pharmacy or equivalent experience	E	S
	• Management qualification	D	S
	• Independent Prescriber	D	S
Experience	• Demonstrate the ability to appropriately recommend, substantiate and communicate medicine related information to mental health patients, carers and clinical staff	E	I
	• Previous evaluated experience of mentorship and training skills	E E	S/I S
	• To have undertaken clinical audit	E	S
	• Experience in clinical pharmacy in a hospital setting	E	S
	• Experience in clinical pharmacy of working with older people	E	S/I
	• Staff management experience	E	S/I
	• Monitoring and advising on drug expenditure	E	S/I
	• Experience of Community Health Pharmacy Services	D	S/I
	• Experience in Financial Reporting	D	S/I

Knowledge and Skills	<ul style="list-style-type: none"> • Clinical and critical appraisal skills • Evidence of writing procedures, guidelines or protocols. • Able to influence medical staff • Understanding of ELFT 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 	E E E E E E E E	S/I S/I S/I S/I S/I I S/I S/I S/I
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 • Attendance record that is acceptable to the Trust 	E E E E E E D E E E E E E	S I I I I I S I I I I I

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